

Winter Haven Council of Garden Clubs, Inc.
 dba Winter Haven Garden Center
 715 Third Street, NW (P. O. Box 682)
 Winter Haven, FL 33881-4096 (33882-0682)
 863-293-7638 (O) - 863-299-5727 (F)

RENTAL RATES AND FEES

Item	Details	Fee
Non-refundable Administrative Fee		\$25.00
Contractual Cleaning Fee		100.00
Facility Security Deposit (Refunded within 30 days after event or cancellation less any applicable deductions)		500.00
Sound System Security Deposit (Refunded within 30 days after event or cancellation)		100.00
Sound System Rental Rates	Includes two (2) speakers, DVD player, two (2) lapel mikes and one (1) mike with floor stand or podium	35.00 + tax per day
Facility Rental Rates	Monday through Thursday 7:00 a.m. – 4:00 p.m.	200.00 + tax per day
	Monday through Thursday 4:00 p.m. – midnight	300.00 + tax per day
	Friday: 7:00 a.m. – noon	200.00 + tax
	Friday: Noon – midnight	450.00 + tax
	Saturday: 7:00 a.m. – midnight	850.00 + tax
	Sunday 7:00 a.m. – 2:00 p.m.	200.00 + tax
	Sunday 2:00 p.m. – midnight	300.00 + tax
	Each additional hour rental (pre-arranged) added to rental (maximum three (3) hours)	50.00 + tax
Take Down Service (Separate from cleaning fee and must be paid in advance. Must be booked not later than one (1) week prior to event)	Take down tables and chairs and put them in their original location	60.00
Security Officer (Required if alcohol will be on the premises. Arrangements will be made by the Garden Center.)		32.00/hour; minimum of three (3) hours

SPECIAL NOTES:

- Special 10% rental discount for active duty military contract signer with proper military ID
- Special 10% rental discount for members of the Winter Haven Council of Garden Clubs, Inc.
- Administrative fee is waived for registered NON-PROFITS.
- Tax exempt certificate required to waive sales tax

The non-refundable Administrative Fee (\$25) is due at the time the date is reserved, which holds the reservation for seven (7) days. The Administrative Fee (if it hasn't already been paid), the contractual cleaning fee (\$100), and the security deposit(s) (\$500 +\$100 if you rent the sound system) are due at the time of the contract signing. The balance of the charges are then divided in half and the first half is due three (3) weeks from the signing date and the balance is due two (2) months prior to the event. The contract must be paid in full two (2) months prior to the event. If the contract is signed within the two months prior to the event, the entire amount of the contract is due at signing. Cash, Money Order, Certified or Cashier's Checks are the only acceptable forms of payment; PERSONAL CHECKS and CREDIT CARDS are not accepted.