**CALLAWAY FACILITY RENTALS**

**500 CALLAWAY PARK WAY**

**CALLAWAY, FL 32404**

**OFFICE: (850) 874-0035**

***Hours Available:***

**Callaway Arts and Conference Center**: 8AM to 12AM, pricing includes 6 consecutive hours. Additional hours may be purchased by the renter.

**Callaway Community Center**: 8AM to 11PM, full-day rental.

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| **Details:** |  |  |
|  | ***Mon-Sun*** |  ***Security Deposit*** |
| Callaway Room | $600.00 | $300.00 |
| Additional Hrs. | $100.00 |  |
| Florida Room | $200.00 | $100.00 |
| Additional Hrs. | $40.00 |  |
| Callaway RM W/ Florida RM | $750.00(600+150) | $300.00 |
| Special Event Fee (In addition to facility rental) | $125.00 |  |
| Security Fee w/ Alcohol Consumption(min of four hours) | $55 per hr. |  |
| Dance Floor | $40.00 |  |
| Tablecloths Each | $8.00 each |  |
| Chair Covers Each | $2.00 each |  |
| Chafing Dishes Each | $8.00 each |  |
| Community Center | $90.00 | $100.00 |
| Veteran’s Park Pavilion | $30.00 |  |

In addition, a 6.5% Sales Tax will be added to the total unless proof of tax exception form is provided.

***Cancellation Policy:***

**Callaway Arts and Conference Center:**

* Cancellations made in writing *30 days or more* in advance from the reserved date will receive a refund. An Administrative Fee will be deducted from the rental fee of $50.00.
* Cancellations made in writing *less than 30 days* in advance from the reserved date will forfeit the Security Deposit.

**Callaway Community Center:**

* Cancellations made in writing 30 days or more in advance of the reserved date will receive a refund. An Administrative Fee will be deducted from the rental fee of $15.00.
* Cancellations made in writing less than 30 days in advance of the reserved date will receive a refund equal to half of the rental fee.