

Lake Mary Events Center

City of Lake Mary

260 N Country Club Rd
 Lake Mary, FL 32746
 407-585-1490 or 407-585-1494
www.LakeMaryEventsCenter.com

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 @LakeMaryEventsCenter

FACILITY RENTAL AND CEREMONY INFORMATION

The Lake Mary Events Center is the premier corporate and social Central Florida event venue. Located in Downtown Lake Mary at 260 North Country Club Road on the shore of West Crystal Lake, the Center provides the ideal location for weddings, receptions, banquets, parties, and business meetings.

The Center includes banquet and meeting facilities, as well as ceremony sites. Catering services are available. Guided tours of the building and grounds may be arranged.



FACILITY SPECIFICATIONS

The Lake Mary Events Center rental options include the Grand Ballroom, which is divisible into Ballrooms A & B; the Rotunda, with stunning views of West Crystal Lake and the Event Lawn; the Meeting Room; and the Conference Room.

ROOM	SQUARE FOOTAGE	CAPACITY	
		BANQUET	THEATRE
Grand Ballroom	Total GB: 3750 Includes the dance floor (575) + dais (230)	240	300
Ballroom A	2400	120	180
Ballroom B	1350	80	110
Meeting Room	800	40	75
Rotunda	1736	60	160
Conference Room	400	14	

LAKE MARY EVENTS CENTER RATES

THURSDAY AND FRIDAY EVENING, SATURDAY, SUNDAY OR HOLIDAY RENTALS

REQUIRES FULL BUILDING RENTAL (NO INDIVIDUAL ROOMS AVAILABLE)

RENTAL INCLUDES THE GRAND BALLROOM, MEETING ROOM, AND ROTUNDA, AS WELL AS USE OF THE LAKESIDE CEREMONY SITE / EVENT LAWN AND THE DRESSING ROOMS. (Does not include the Conference Room).

THURSDAY EVENING BLOCK RENTAL	THURSDAY EVENING BLOCK
Full Building Rental – 4:00 PM – 11:00 PM	\$1250
Add 1 Hour	\$150 (enter at 3pm)

FRIDAY EVENING BLOCK RENTAL	FRIDAY EVENING BLOCK
Full Building Rental – 3:00 PM – 11:00 PM	\$2500
Add 1 Hour	\$300 (enter at 2pm)

SATURDAY RENTALS	DAILY RATE
Any 8-Hour Block between 10:00 AM and 11:00 PM	\$3500
Add 1 Hour	\$400

SUNDAY OR HOLIDAY* RENTALS	DAILY RATE
Any 8-Hour Block between 10:00 AM and 11:00 PM	\$2500
Add 1 Hour	\$300

SUNDAY** RENTALS – PRIOR TO A MONDAY HOLIDAY	DAILY RATE
Any 8-Hour Block between 10:00 AM and 11:00 PM	\$3500
Add 1 Hour	\$300

***Holidays Include** New Year's Eve, New Year's Day, Memorial Day, Independence Day, Veterans' Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve and Christmas Day.

(If a holiday falls on a weekend, the holiday rate is applied to previous Friday or following Monday.)

Christmas Day - Closed

****These Sundays are the Sunday prior to:**

Martin Luther King Day, President's Day, Memorial Day, Labor Day and Columbus Day.

(If any other holiday (listed above) falls on a Monday, the rate of \$3500 would apply – i.e. 4th of July, Veteran's Day, etc.)

WEEKDAY BLOCK RATES

MONDAY - THURSDAY DAYTIME BLOCKS - 8:00 AM - 4:30 PM AND FRIDAY 8:00 AM - 2:00 PM

MONDAY - WEDNESDAY EVENING BLOCKS - 6:00 PM - 11:00 PM

BLOCK RENTAL	BLOCK RATES
Grand Ballroom	\$550
Ballroom A	\$400
Ballroom B	\$350
Meeting Room	\$300
Conference Room	\$155
Conference Room (2 hours only)	\$60
Rotunda	\$400
Full Building Rental	\$850
Lakeside Ceremony Site (2 hours only)	\$350

Full Building rental includes the Grand Ballroom, Meeting Room and Rotunda, as well as complimentary use of the Lakeside Ceremony Site / Event Lawn and the Bride/Groom rooms (Does not include the Conference Room).

Damage Deposits

BUILDING USE	DAMAGE DEPOSIT
Friday Evening, Saturday, Sunday, Holiday, or Full Building Rental	\$500
Weekday Daytime or Evening, except Full Building	\$200

Damage Deposits are due thirty (30) days prior to your rental period. Damage Deposits, when submitted, are deposited into the city's general fund and will be returned via city check, usually within six (6) weeks following the event. Deductions may be made for damage, excessive cleaning, or time used beyond the contracted period.

Cancellation Policy

Reservations are booked when the renter submits a signed Facility Use Contract and fifty-percent (50%) of the Rental Fee. Please read the schedule below to understand the percentage of the initial Rental Fee deposit that will be refunded if the booking is cancelled. All cancellations must be made in writing.

TIME PERIOD BEFORE EVENT DATE	AMOUNT REFUNDED
18 months-12 months	100% minus \$100.00 Administrative Fee
12 months-6months	50% or \$100 Administrative Fee, whichever is greater, will be charged
6 months-0 months	0% *If the event is cancelled less than 30 days prior, the full rental payment will be not be refunded.

Date changes are treated as cancellations

CEREMONY SITES

Two picturesque ceremony sites are available: The Lakeside Ceremony Site is located on the Event Lawn behind the Lake Mary Events Center and the Rotunda. Both provide beautiful ceremony locations with stunning views of West Crystal Lake and the Event Lawn.

OUTDOOR SITE:

The Lakeside Ceremony Site includes the Event Lawn and trellis areas, as well as the fountain patio. The Lake Mary Events Center has up to 160 outdoor chairs available for complimentary use. Please contact an outside vendor if you plan to seat more than 160 people.

Rental of the Lakeside Ceremony Site includes two (2) hours at the lakeside ceremony area, Monday through Friday; however, the Lakeside Ceremony Site is not available as a sole rental after 2:00pm on Fridays. Site use is included with Thursday and Friday evening, Saturday, Sunday, Holiday, and Full Building rentals for the full duration of your rental period.

Only the blowing of bubbles or releasing of butterflies may take place at the Lakeside Ceremony Site. Flower petals (natural or silk), birdseed, rice (biodegradable, puffed rice, etc.) are not permitted. Flower arrangements may be used for decorative purposes only, not to be dropped or thrown. Failure to adhere to these guidelines will result in loss of your damage deposit.

INDOOR SITE: THE ROTUNDA AT THE LAKE MARY EVENTS CENTER

The glass-enclosed Rotunda provides a beautiful ceremony site inside of the Lake Mary Events Center. Use of the Rotunda is included with Thursday and Friday evenings, Saturday, Sunday, Holiday, and Full Building rentals. Chairs are provided with your ceremony rental (see list of equipment).

Real or silk flowers or petals may be dropped or thrown only in the Rotunda. Flowers or petals must be cleaned up by a member of the rental party immediately following the ceremony, regardless of the rental period duration. Rice of any kind, birdseed, bubbles, butterflies, etc. may not be dropped, thrown, blown, or released. **Unity Candles are not permitted inside the Lake Mary Events Center, including the Rotunda.**

Ceremony Rehearsal

Rental fees include a complimentary one (1) hour rehearsal to practice for your ceremony. Center staff does not provide coordination services. Rehearsals may be scheduled Monday-Thursday (excluding Holidays) between 9:00 AM and 3:30 PM. Reservations for rehearsals are booked one month prior to the event date and are based on availability.

Catering, Food & Beverage

CATERED EVENTS

All catering services must be provided by one of the following Select Caterers. Catering fees are not included in the Centers rental price. The Select Caterers have been chosen to provide a wide variety of menus and services and to accommodate diverse tastes, budgets, and occasions. Please contact one of them to help plan your event.

No other catering services are permitted.

SELECT CATERER	PHONE	WEBSITE
Arthur's Creative Events & Catering	407-331-1993	www.ArthursCatering.com
Big City Catering	407-438-3488	www.BigCityCatering.com
Cuisiniers Catered Cuisine & Events	407-975-8763	www.CuisiniersCater.com
John Michael Weddings & Special Events	407-894-6671	www.JohnMichaelEvents.com
Levan's Catering	407-699-9900	www.Levans.com
Magic Occasions	407-927-4515	www.MagicOccasions.com
Puff 'n Stuff Events Catering	407-629-7833	www.PuffNStuff.com
River City Catering	407-324-4343	www.RCCatering.com
4Rivers Smokehouse	407-760-8667	www.4RSmokehouse.com

Kitchen facilities, including refrigerators and microwaves, are available ONLY to the Select Caterers.

Contact your Select Caterer to determine what services will be provided. Many caterers have or will develop packages to include setup/decoration, service, and cleanup, as well as linens, china, centerpieces, etc. Many caterers are also able to facilitate your needs regarding other vendors in order to obtain floral services, photography, entertainment, transportation, etc.

Alcoholic Beverage Policy

All alcoholic beverages must be served via your Select Caterer. Please contact your Select Caterer to learn their policies and procedures regarding alcohol service. *No cash bars are permitted.*

NON-CATERED EVENTS

(APPLICABLE TO CORPORATE FUNCTIONS ONLY)

(MON, TUES, WED, THURS 8:00AM-4:30PM / FRI 8:00AM-2:00PM)

The rental party may bring in and serve simple or prepared food items Monday- Thursday 8:00 AM – 4:30 PM and Friday 8:00 AM - 2:00 PM. The following are examples of simple or prepared food items: continental breakfast, boxed lunches, sandwiches, pizza, party trays, etc. No heating elements are permitted (i.e., Sternos[®], chaffing dishes, hot plates, steam trays, barbeque grills, fondue pots, etc.). The renter is responsible for all setup, serving, and cleanup; all of which must occur during the rental period. The kitchen and all equipment, including refrigerators and microwaves, are off-limits to all but the Select Caterers. Staff must be informed no less than ten (10) days prior to the rental period if you plan to serve any non-catered food.

Available Equipment

The following is a list of additional equipment included with your rental at the lake Mary Events Center. Please submit your Floor Plan to Events Center Staff no less than ten (10) Days prior to your event date. At the Lake Mary Events Center, multiple rooms are typically rented Monday-Friday. Please check availability of the following equipment with Center Staff. Please contact an outside vendor for any other equipment your event requires.

(This is the proposed list of equipment. Some items may be subject to change; likewise, some items may be added, deleted, or require a nominal rental fee.)

300	Stacking Chairs for Indoor Use Only	8	72" (6') x 30" Rectangular tables
160	Folding White Chairs for Ceremony Use	3	48" (4') Round Tables (i.e. cake)
28	72" (6') Round Tables (Seats 8 - 10)	10	30" High-top Cocktail Tables
20	60" (5') Round Tables (Seats 6 - 8)	1	½ 60" Round (i.e. sweetheart table)
8	96" (8') x 30" Rectangular Tables	1	Podium with/without Microphone
8	72" (6') Serpentine Tables	3	Highchairs

A/V EQUIPMENT USE IS COMPLIMENTARY AND MUST BE SCHEDULED AT LEAST 10 DAYS PRIOR TO THE SCHEDULED EVENT DATE WITH CENTER STAFF

(4) Projector Screens and four (4) LCD Projectors (3) are located in ballroom (1) located in meeting room.

* Renter is responsible for all cords and accessories. LMEC does not provide laptops, laptop cords, VGA cords, extension cords,

Setup and Cleanup

SETUP

- Use of the Center's tables and chairs is included with your rental (see above).
- Center staff will set up tables, chairs, the podium, AV equipment, etc. You must submit a floor plan of your desired setup no less than ten (10) days before your rental period.
- For catered events, the caterer frequently will develop the floor plan and decorate for your event. It is up to the Rental Party to submit a floor plan to the Lake Mary Events Center no less than ten (10) days prior to your event. If a floor plan is not submitted ten (10) days prior to the event date, Events Center staff will begin setting up tables/chairs upon the Rental Party's arrival, which could cut into rental time.
- For non-catered events or events where the caterer will not provide setup/decoration, the rental period must include ALL time needed by the renter and vendors for decoration, setup in excess of table and chair arrangement, and cleanup.
- Decorations are permitted within reason. They must be approved by Center management no less than ten (10) days prior to your event. Glitter and other confetti-like decorations are prohibited.
- Tape, tacks, nails, staples, etc. are not permitted to attach your decorations.

CLEANUP

- The rental facility must be returned to the condition it was provided to the renter.
- Tables and chairs must be cleared of all debris.
- All equipment and materials that are not Center property must be removed. The Events Center is not responsible for any materials left behind.
- Waste and all paper products must be placed in the dumpster.
- For non-catered events or events where the caterer will not provide cleanup, the rental period must include ALL time needed by the renter and vendors for setup/decoration, cleanup and to remove all materials that are not Center property.

Booking Procedure

- The Lake Mary Events Center takes bookings up to 18 months in advance. When making a reservation for 18 months in advance, booking opens the first business day of the month. Lake Mary city residents can book from 8:00am-2:00pm on the first business day of the month. At 2:00 pm, booking opens for non-residents as well.
- Fifty percent (50%) of the Rental Fee together with a signed Facility Use Contract will secure an event date. (Unless the reservation is made within thirty (30) days of the event date; in which case the total Rental Fee, sales tax, and Damage Deposit would be due).
- The Rental Fee balance (with sales tax) along with the Damage Deposit are due thirty (30) days prior to the event.
- If you are tax exempt, please inform staff prior to completing the contract. You will need to provide the proper paperwork, including your Certificate of Sales Tax Exemption. All State of Florida rules regarding this type of sale will be adhered to.
- Damage Deposits, due thirty (30) days prior to the event, are deposited into the city's general fund. The Damage Deposit will be returned via city check, usually within six (6) weeks following the event. Deductions may be made for damage, excessive cleaning, or time used beyond the contracted period.
- Per City Resolution 725, all monies collected by credit card or debit card are subject to a service charge. Any refunds (for Damage Deposits, cancellations, etc.) will be made in the form of a city check; the service fee will be not refunded. The service charge is \$2.95 for first one hundred dollars charged and \$2.00 for each additional one hundred dollars.
- Courtesy holds may be accepted and held for a maximum of seven (7) days, at which time the hold may expire without notice. Courtesy holds may be made in person or by telephone. It is not guaranteed that customers with courtesy holds will be contacted by the Reservations Office prior to the expiration of the hold. Courtesy holds will expire on the seventh (7th) day of the hold. No courtesy holds will be accepted on the first business day of the month when booking 18 months in advance. Courtesy holds for dates that have reopened and/or courtesy holds placed within 30 days of the desired event date can only be held for a maximum of 48 hours.
- Floor plans and a list of requested equipment must be submitted to the Reservations Office no less than ten (10) days prior to the event. If a floor plan is not submitted ten (10) days prior to the event date, Events Center staff will begin setting up tables/chairs upon the Rental Party's arrival, which could cut into rental time.
- The Lake Mary Events Center reserves the right to cancel the Facility Use Contract if the Rental Fee balance and Damage Deposit are not paid when due, thirty (30) days prior to the event date.
- Please contact the Reservations Office at (407) 585-1497 or at (407) 585-1490 to make your reservation, reschedule or cancel an event, or for additional facility information. Office hours are Monday – Friday, 8:00 AM – 5:00 PM.
- Reservations may be made in person Monday – Friday, 8:30 AM – 4:00 PM. It is recommended that you call to check on the availability of the building for tours.
- www.LakeMaryEventsCenter.com

Frequently Asked Questions

How far in advance can I book a rental?

The Lake Mary Events Center takes bookings up to 18 months in advance. When making a reservation for 18 months in advance, booking opens the first business day of the month. Lake Mary City residents can book from 8:00AM-2:00PM on the first business day of the month. At 2:00PM, booking opens for non-residents as well. (Ex: You can book December 15, 2016 on June 1, 2015.)

Can I come anytime to view the building, to meet my caterer or florist, etc.?

The building may be viewed Monday – Friday, 8:30 AM – 4:30 PM. Please call the office before arriving to make sure the building is available for viewing; it may be in use.

What is the process for reserving a rental space?

All rentals are first come, first serve. One-half of the rental fee and a signed contract will secure a date.

When can I come by to make my reservation and sign my contract?

Contracts may be signed in person Monday – Friday, 8:30 AM – 4:00 PM. It is recommended that you call in advance to check staff availability.

Can you pencil me in for a rental?

In most cases, courtesy holds may be accepted and held for a maximum of seven (7) days, at which time the hold may expire without notice. Courtesy holds may be made in person or by telephone. It is not guaranteed that customers with courtesy holds will be contacted by the Reservations Office prior to the expiration of the courtesy hold. Courtesy holds will expire on the seventh (7th) day of the hold. No courtesy holds will be accepted on the first business day of the month when booking 18 months in advance. Seven day holds are not offered on dates that have reopened because of cancellation.

Is there a Damage or Security Deposit in addition to my rental charge?

Yes. Thursday and Friday evening, Saturday, Sunday, Holiday, and Full Building rentals require a Damage Deposit of \$500.00; all other individual room rentals require a \$200.00 Damage Deposit. These are due thirty (30) days prior to the event date. This Damage Deposit, when submitted, is deposited into the city's general fund and will be returned via city check, usually within six (6) weeks following the event. Deductions may be made for damage, excessive cleaning, or time used beyond the contracted period. Renter will be responsible for any damages exceeding deposit amount.

How late can I stay?

Your event must end and all guests must vacate the premises by the end of your rental period. We do not rent past 11:00 PM.

What if we're having a great time and stay later than our rental period?

The standard hourly rental rate for each area rented will be doubled and charged for any time you are in the building past your contracted rental period (no discounts apply). No events past 11:00 PM.

Will I receive a refund if we leave early?

No. You must plan your event as accurately as possible.

Can I choose my own vendors?

All catering services must be provided by one of the listed Select Caterers. **No other catering services are permitted.** Kitchen facilities, including refrigerators and microwaves, are available ONLY to the Select Caterers. You may choose your own DJ, florist, photographer, and other vendors.

How many parking spaces are available?

The Center parking lots can accommodate 125 vehicles. However, other functions may be going on in the building and the amount of spaces available to your party is not guaranteed. Overflow parking is available for larger groups.

Frequently Asked Questions

Can I have a DJ or band in the Grand Ballroom for my reception or event?

Yes. The City of Lake Mary does have a standing noise ordinance. This noise ordinance is complaint driven and the Rental Party may be asked to turn down or turn off any music not meeting the City's requirements. Please inform your chosen DJ/Band of the City's strict noise ordinance which can be provided. The Rental Party or their guests may be asked to enter the building if the complaint is geared toward excessive noise on the front or rear patio areas.

Can I have music outside on the patio and/or Events Lawn?

Any music performed or played outside of the building, including the patio areas, requires written approval from Event Center Management.

(Examples of music usually approved outside: Ceremony music, string quartet, harpist, acoustic guitar)

(Examples of music usually NOT approved outside: Steel drums, live bands, DJs, any amplified music)

Can I have items delivered, such as from my caterer, florist, DJ, etc.?

This must be coordinated by your Caterer with Center management and must respect and not interfere with the rental periods of other guests. Other vendors (DJs, florists, etc.) must make their deliveries only during your allotted rental period. The building is used seven days a week, often multiple times a day, and we have no storage space available.

When do I hold my ceremony rehearsal?

Rental fees include a complementary one (1) hour rehearsal to practice for your ceremony. Center staff does not provide coordination services. Rehearsals may be scheduled Monday-Thursday (excluding holidays) between 9:00 AM and 3:30 PM. Reservations for rehearsals are booked one month prior to the event date.

Can my flower girl throw rose petals?

Lakeside Ceremony Site: Only the blowing of bubbles or releasing of butterflies may take place at the Lakeside Ceremony Site. Flower petals (natural or silk), birdseed, rice (biodegradable, puffed rice, etc.) are not permitted. Flower arrangements may be used for decorative purposes only, not to be dropped or thrown.

Rotunda: Real or silk flowers or petals may be dropped or thrown only in the Rotunda. Flowers or petals must be cleaned up by a member of the rental party immediately following the ceremony, regardless of the rental period duration. Rice of any kind, birdseed, bubbles, butterflies, etc. may not be dropped, thrown, blown, or released. **Unity Candles are not permitted inside the Lake Mary Events Center, including the Rotunda.**

Can I use sparklers for my wedding exit?

Sparklers are permitted outside of the Lake Mary Events Center for your exit. However, all sparklers must be disposed of properly meaning the used sparkler must be discarded in a bucket or water or sand provided by the Renter. Once cool, the sparklers can be placed in the trash. Failure to dispose of sparklers properly will result in a loss of the Damage Deposit.

How may I decorate?

Decorations are permitted within reason and must be approved by the Center management. Decorations are permitted only in the space you have reserved. It is the responsibility of the renter to remove ALL decorations immediately after your event. The Lake Mary Events Center does not have storage facilities for your decorations prior to or following your event. No rice (including puffed rice or biodegradable rice), birdseed, natural flower petals, confetti, glitter or other similar materials may be used inside or outside the Lake Mary Events Center. Bubbles are only permitted outside. Decorations may not be affixed to the walls, doors, windows, window coverings, chairs, painted surfaces or hung from the ceiling. Nothing can be attached to the outdoor trellis without management approval. Fog machines, dry ice, and/or open flames are not permitted. Red wine and punch are discouraged and cause the Rental Party to incur a loss of the damage deposit if stain occurs from such use. Candles are permitted as long as the flame is enclosed in glass (such as votives and hurricane lamps) and the wick is at least 1 inch below the top of the glass rim. Candles may also be used if floating in liquid. No hand held candles are permitted inside the Events Center.