

**Recreation Hall Reservation Agreement Form**

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Organization \_\_\_\_\_ Group Size \_\_\_\_\_

Date of Event \_\_\_\_\_ Purpose of Event: \_\_\_\_\_

**Fee Structure**

Recreation Hall = \$200.00 + tax = **\$214.00**  
After hours fee (5pm – 10pm) = \$50.00 + tax = **\$53.50**  
+ \$27.00/hour (min 3 hrs) for security personnel for after hours rental

**Check or Money Order ONLY**: a refundable **Cleaning and Impact Fee of \$100.00** is required for reservation of the Recreation Hall. Please make check or money order payable to: **Hillsborough River State Park Preservation Society**. The park reserves the right to claim the entire deposit for any breach of this agreement.

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**Reservation Amount Paid: \$** \_\_\_\_\_

\_\_\_ Cash (Accepted in person only)  
\_\_\_ Check (Made payable to DEP)  
\_\_\_ Credit Card \_\_\_ Visa \_\_\_ Mastercard \_\_\_ AmEx \_\_\_ Discover  
Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Large Print** Alternate format available upon request.

## Recreation Hall Rules and Regulations

**Reservation will not be confirmed without signature.**

- Recreation hall reservations are from 8am-5pm, 365 days a year. Reservations may be made in person Mon-Thurs 9-5 or call the Ranger Station at (813) 987-6771 to notify the park of your intention to reserve the Recreation Hall facility.
- Visit : <http://www.floridastateparks.org/hillsboroughriver/> ,for more information.
- Reservations are **not confirmed** until the park receives payment in full, including refundable Impact Deposit, and the park will contact person to confirm the reservation. If payment is not received within 5 business days the park has the right to reserve the Rec Hall to another rental party.
- **\$100 refundable Impact Deposit** : The park reserves the right to claim the entire deposit for any breach of this agreement.
- The **daily entrance fee is not included** in facility rental fee. The entrance fee is \$6 per vehicle (with up to 8 people), or \$4 per vehicle for single occupants (1 person). Extra passengers are \$2/person.
- The rental party is responsible for thoroughly cleaning the facility (to include sweeping, mopping, and cleaning all counters, windows, tables and chairs) for the return of the \$100 impact deposit. Please allow ample time for cleaning prior to facility closing at 5pm.
- Arrangements can be made for after hour's use of the facility, with prior approval from the Park Manager or his or her designee. An after hours fee of \$50 + tax and \$27/ hour (minimum of 3 hrs) must be paid directly to the park personnel working the event.
- **Refund requests must be made 15 days prior** to the date of the reservation. The original receipt is required to obtain a refund.
- The contact person who makes the reservation is responsible for the group adhering to park policies.
- Private vehicles must be parked in designated parking areas. Arrangements can be made in advance for large parties and caterers to unload equipment and supplies.
- Maximum capacity is 100 people.
- Tables and chairs are provided with the facility rental. Rental party is responsible for putting tables and chairs away.
- When putting up banners, signs or decorations please use tape or string. Staples, pushpins, nails, glue, etc. are not permitted. All decorations must be removed prior to leaving the park.
- Alcoholic beverages and fireworks are not permitted in Florida State Parks. Smoking is prohibited in all park buildings.
- Music must be kept at a low volume that will not infringe on other park visitors.
- Pets are not permitted in the Rec Hall.
- Special entertainment and equipment such as moonwalks or children's rides must have a Certificate of Insurance and prior approval from the Park Manager or his or her designee. Please no water balloons, inflatable pools, or sprinklers.
- No commercial use of facilities is permitted. No sales of any kind.

**I acknowledge and understand the terms of this agreement:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Staff Name who Confirms Reservation**

\_\_\_\_\_  
**Date**