



*Town of Palm Beach Shores*  
**COMMUNITY CENTER**  
*RESERVATION INFORMATION & FEE SCHEDULE*

Thank you for considering the Town of Palm Beach Shores Community Center for your special event. Use of the facility is only permitted as outlined in the categories below. Non-residents please refer to Category 5. All fees are based on a ten hour rental time, additional fees may apply. Please be sure to read all information contained in this document along with the Facility Rental Policies and the Rental Agreement before starting the reservation process.

**CATEGORY 1 – PALM BEACH SHORES CIVIC**

This category includes Town sponsored events and events held by groups that provide a service to the Town and are governed by a board and by-laws. Groups currently recognized under this category are: Town Property Owner’s Association, Ladies Auxiliary, and Seaside. Personal and social occasions will not be recognized by the Town Commission under the Civic status. Damage fees will be assessed based on repair or replacement cost. The number of events is unlimited for this category. **NO RENTAL FEES APPLY.**

**CATEGORY 2 – PALM BEACH SHORES RESIDENT**

Town Residents may rent the facility for personal private functions such as a wedding, banquet, birthday celebration, anniversary party, retirement party, and other similar events not otherwise categorized. Proof of residence is required. The number of events under this category is limited to two rentals per year, per property. In addition, Residents may also rent the facility two times per year as outlined in Category 3.

**CATEGORY 3 – SPONSORED**

This category encompasses non-profit events/programs sponsored by a Town Resident, or sponsored by other governmental agencies as approved by the Town Commission. The number of events under this category is limited to 2 (two) rentals per year, per property.

Category 2 & 3 Rental Fees	Private Functions
<b><i>Second Floor</i></b>	
Security Deposit	\$300
Rental Fee	\$400 <i>plus sales tax</i>
Rental Fee for Each Additional Hour	\$50 <i>plus sales tax</i>
<b><i>First Floor</i></b>	
Security Deposit	\$50
Rental Fee	\$25 <i>plus sales tax</i>
Grill Usage Fee	\$25 <i>plus sales tax</i>
Kitchen Usage Fee	\$25 <i>plus sales tax</i>

#### **CATEGORY 4 – COMMERCIAL ENTITY**

Commercial entities located within the Town will be limited to two rentals per year at the resident rate. Commercial entities with multiple properties in Town will be entitled to two additional rentals per year for each remaining property at the rate outlined below.

<b>Category 4 Rental Fees</b>	<b>Private Functions</b>
<b><i>Second Floor</i></b>	
Security Deposit	\$300 <i>plus sales tax</i>
Rental Fee	\$825 <i>plus sales tax</i>
Rental Fee for Each Additional Hour	\$50 <i>plus sales tax</i>
<b><i>First Floor</i></b>	
Security Deposit	\$50
Rental Fee	\$50 <i>plus sales tax</i>
Grill Usage Fee	\$50 <i>plus sales tax</i>
Kitchen Usage Fee	\$50 <i>plus sales tax</i>

#### **CATEGORY 5 – SERVICE PROVIDER**

Contracted Service Providers may rent the facility as outlined in the Service Provider Agreement. Non-residents may only have use of the facility through the following contracted Service Providers.

<b>Service Provider</b>	<b>Contact</b>	<b>Phone</b>	<b>E-mail</b>
Aarons Catering	Aaron Menitoff	(561) 792-9292	<a href="mailto:aaron@aarons-catering.com">aaron@aarons-catering.com</a>
Café Chardonnay	Frank Eucalitto	(561) 627-2662	<a href="mailto:chardonnaycatering@yahoo.com">chardonnaycatering@yahoo.com</a>
Islander Grill & Tiki Bar	Damien Kaye	(561) 842-8282	<a href="mailto:theislander181@aol.com">theislander181@aol.com</a>
Plan On It! Special Events	Jaime McCabe	(561) 932-7526	<a href="mailto:info@planonitinc.com">info@planonitinc.com</a>

#### **CATEGORY 6 – NON-PROFIT ENTITIES (NO FOOD SERVICE/A.M. EVENTS ONLY):**

Commission approval required for all rentals in this category. Non-profit entities may rent the second floor only, as outlined in the Rental Policies. Renter must commit to a three month minimum of weekly rentals at a fee of \$250.00 per event. This category is intended for meeting type events, kitchen facilities are not available and limited set up will be provided. Additional fees may apply.

**No fees will be waived or reduced unless approved by the Town Commission.**

## **RESIDENT RESERVATION PROCESS:**

- ◆ All facility use requires prior approval through the Palm Beach Shores Town Hall Community Center Coordinator and must be made by the original applicant.
- ◆ Applicants must be at least 21 years of age.
- ◆ You may schedule an advance tour of the facility by calling Town Hall. An appointment will be required due to Town staff scheduling.
- ◆ Proof of Town residency (Florida driver's license with current address or Town's property tax document) must be presented with submittal of the Resident Reservation Application. ***If it is determined that rental rates are being used for profit, privileges will be suspended for two years upon discovery of the abuse.***
- ◆ Anyone interested in renting the Community Center must first read the FACILITY RENTAL POLICIES and complete a RESIDENT RESERVATION APPLICATION at least thirty (30) days prior to the event. Reservation applications submitted inside the 30 day requirement may not receive approval in time for the event. There is no charge for submitting a Reservation Application.
- ◆ After the Resident Reservation Application form has been received you will be contacted regarding approval of your request. Additional information may also be obtained at this time.
- ◆ Upon approval of your event it will be your responsibility to schedule a meeting with the designated Town representative to sign a Resident Rental Agreement and pay the full security deposit and 50% rental fee; **YOUR RESERVATION IS NOT CONFIRMED UNTIL A RENTAL AGREEMENT IS EXECUTED AND REQUIRED FEES ARE PAID.** The remaining 50% rental fee is due at least fourteen (14) working days prior to the event.
- ◆ If a renter ends an event early, no partial refunds will be given.
- ◆ If deemed necessary by the Town, an applicant may be required to submit in writing additional details about their event. The Town reserves the right to deem an activity inappropriate for Town facilities and to refuse or rescind approval.
- ◆ The facility can be unlocked and secured by Town representatives only. Keys to the facility will not be issued.
- ◆ Access to the facility is permitted no earlier than 11:00 am without prior approval from Town Hall. All events are to end by midnight.
- ◆ All approved activities must be in accordance with the Resident Rental Agreement. Failure to vacate the facility at the agreed time (including clean-up) will result in loss of rental deposit. Renter will not have access any earlier or later than the scheduled rental time. Please take this into consideration when scheduling your rental.

Town of Palm Beach Shores  
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