



## Westside Community Center Frequently Asked Questions

### Q. How far in advance can I book a rental?

A. Reservations may be placed up to 12 months in advance with accepted application.

### Q. What is the process for reserving a rental space?

A. All rentals are first come, first served with the exception of annual rentals, which have fifteen (15) days post event to reserve the facility for the following year. A \$100.00 refundable deposit is required for the Westside Community Center.

### Q. When can I come by to make a reservation?

A. Reservations may be made in person Monday through Thursday between the hours of 7 AM and 5:30 PM in the Recreation Department located in City Hall.

### Q. Can you "pencil" me in for a rental?

A. Courtesy holds may be accepted and held for a maximum of five (5) days. At that time, the hold will expire without notice. Courtesy holds expire on the 6<sup>th</sup> day.

### Q. How late can I stay?

A. Your event must end and all of the guests/caters/DJ's, vendors, etc. must vacate the premises by the end of your rental period. We do not rent past MIDNIGHT at the Sanford Westside Community Center.

### Q. Are tables and chairs available?

A. Yes, tables and chairs are available for use and are included in the rental fee. All equipment is for use inside of the building only. Due to the flooring design, no outside table and chairs may be brought into the facility. The current inventory of tables and chairs for use are as follows:

<u>Description</u>	<u>Quantity</u>
Eight foot banquet tables	10
Four foot round tables	40
Chairs	250

### Q. Are there any decorating restrictions?

A. Decorations within reason are allowed and must be approved by the supervisor of the Westside Community Center. You may only decorate the area you have rented. It is the lessee's responsibility to remove ALL decorations immediately after your event. The rental facilities do not have storage facilities for your decorations prior to and / or after your event. You may NOT use tacks, nails, staples, etc. to attach decorations. Glitter and other confetti-like decorations are also not permitted.

**Q. Can I choose my own caterer or vendors?**

A. You may use any caterer of your choosing or do it yourself. The caterers and vendors that you hire are under the same time frame as the lessee and cannot enter before or after those hours. Please take this into consideration when determining the hours you will need. The lessee is responsible for any damage to the building done by the caterer, vendors or contractors.

**Q. Can I come anytime to view the building and have a meeting with my caterer or florist?**

A. Viewing the building outside of your requested rental hours is by appointment only. To schedule an appointment please call 407.688.5000 ext. 5189.

**Q. When can I have items delivered to the facility?**

A. Caterers and vendors need to be scheduled according to the times on the contract.

**Q. Can I or my caterer cook the food for the event in the kitchen?**

A. The kitchen is set up for warming foods only. No frying, sautéing, or other use of the stove is permitted.

**Q. Can I sell or provide alcohol during the event?**

A. If alcohol is served a Florida Liquor License, insurance and additional security must be obtained. The use of alcohol directly or indirectly requires the hiring of a Sanford Off-Duty Police Officer. This must be approved by the City and meet all state required guidelines. All questions concerning the use of alcohol at your event should be directed to the State of Florida Department of Business and Professional Regulations (DBPR).

**Q. Can I have a live band or DJ?**

A. Yes. The city does have a noise ordinance that goes into effect at 10 PM; therefore the exterior doors should remain closed at all times. Please respect that our building is in a residential area and keep noise levels outside of the building to a minimum at all times.

**Q. How many parking spaces are available?**

A. The Community Center parking can accommodate 100 vehicles. There will be NO parking on the street. Be aware, other functions may be going on in the building or area and the amount of spaces available to your party is not guaranteed. Overflow parking is available for larger groups with advance notification.

**Q. When do I pick up the key?**

A. Keys are not provided to clients. Staff will provide access for you and your guests. The City of Sanford requires that a City employee be on premises any time anyone is in the building. City staff will only be scheduled to work during the hours of the rental.