



Club Managers Association of America Therapeutic Recreation Complex

2728 Lake Worth Road, Lake Worth, Florida 33461
(561) 966-7015 Administration ~ (561) 966-7088 Gym ~ (561) 966-7080 Pool
www.pbcparks.com

- Payment is due in **FULL** within 10 days of approved request in order to hold reservation date. Refunds are not given for cancellations made less than 30 days before the scheduled rental date. **Reservations will not be approved if request is received less than 14 days before event.**
- **Fees are assessed in hourly increments.** Additional fees may apply. Liability Insurance may be required. **Fees for large events requiring additional staff are charged for length of event** (not including set up time).
- Security/Damage Deposit of \$200 may be required (as determined by facility manager).
- An Incident fee of \$25 will be charged if customer fails to follow rules and regulations and/or fails to provide accurate information about event. User will be charged for any cleaning not completed by user or any damage that occurs (as determined by facility manager).
- Sales tax applies to all admissions, room rental, equipment, service fees and staff fees.
 - For Tax Exempt Status a valid copy of 501 (C) (3) Consumer's Certificate of Exemption is required. The name of the organization, as it appears on the check or credit card, **MUST** match the name on the certificate.
- After the event, room(s) **MUST** be returned to pre-event condition including mopping of spills on floors & trash removal.
- **User is responsible for ensuring** cleaning begins at or before rental end time and that all guests depart Complex premises (including parking lot) **immediately** after cleaning is completed or additional fees will apply.

Private Organizations/Individuals

Private fees apply for events exclusive to those attending and for informal groups renting for functions lacking a public purpose. This includes but is not limited to: parties and for-profit organization meetings/events.

Gymnasium Only (Maximum Capacity 500)	\$75/event Service Fee
	\$150/hour Room Rental Fee (actual event time)
	\$31/hour Staff Fee (for pre-event decorating/set-up time & for large events)
	Event clean-up: 1 hour no charge (fees will be charged if clean up does not begin at or before rental end time & for any additional time needed for cleaning)
Stage (in addition to gym)	\$150/event
Concession (in addition to gym)	\$150/event
Volleyball net (if staff available)	\$40/event

Recreation Center Includes Concession Area (Maximum Capacity 99)	\$50/event Service Fee
	\$85/hour Room Rental Fee (actual event time)
	\$31/hour Staff Fee (for pre-event decorating/set-up time & for large events)
	Event clean-up: 1 hour no charge (fees will be charged if clean up does not begin at or before rental end time & for any additional time needed for cleaning)

Civic Organizations

Civic Fees apply only for groups renting facilities for meetings and gatherings that serve a public purpose. Documentation of not-for-profit status is required.

Gymnasium Only (Maximum Capacity 500)	\$50/event Service Fee
	\$100/hour Room Rental Fee (actual event time)
	\$31/hour Staff Fee (for pre-event decorating/set-up time & for large events)
	Event clean-up: 1 hour no charge (fees will be charged if clean up does not begin at or before rental end time & for any additional time needed for cleaning)
Stage (in addition to gym)	\$150/event
Concession (in addition to gym)	\$150/event
Volleyball net (if staff available)	\$40/event

Recreation Center Includes Concession Area (Maximum Capacity 99)	\$30/event Service Fee
	\$50/hour Room Rental Fee (actual event time)
	\$31/hour Staff Fee (for pre-event decorating/set-up time & for large events)
	Event clean-up: 1 hour no charge (fees will be charged if clean up does not begin at or before rental end time & for any additional time needed for cleaning)