



Westgate Park and Recreation Center
 3691 Oswego Avenue, West Palm Beach, Fl 33409
 Phone: (561) 694-5455 Fax: (561) 233-1414

FEE SCHEDULE

Facility Rental: Private Organization			
Rental Location	Rental Fee Per Hour	Damage Deposit Fee	Set-Up Fee
Single Room	\$40.00	\$100.00 (Separate Check)	\$25.00
Double Room	\$50.00	\$100.00	\$30.00
Gymnasium	\$75.00	\$100.00	\$30.00
Facility Rental: Civic Organization			
Rental Location	Rental Fee Per Hour	Damage Deposit Fee	Set-Up Fee
Single Room	\$20.00	\$100.00 (Separate Check)	\$15.00
Double Room	\$25.00	\$100.00	\$20.00
Gymnasium	\$35.00	\$100.00	\$20.00
Pavilion & Field Rentals			
Rental Location	Weekday Weekends	Damage Deposit Fee	Set-Up Fee
Pavilion	N/A \$70/day	\$100.00 (Separate Check)	N/A
	No lights With lights		
Multi Purpose Field I	\$25/hr \$35/hr lights	\$100.00	N/A
Multi Purpose Field II	\$25/hr \$35/hr lights	\$100.00	N/A
2 hours minimum on all field rentals. Rental fees include lights.			

Please note: There is a **5.5% sales tax** charge on all rental space. Fees are assessed in 1 hour increments and require at least a 2 hour rental minimum.

Day Light Savings: April – October all ball and multipurpose field lights are only accessible at 7:30pm if applicable. October – March lights are accessible after sundown if applicable and normal rates and fees will resume.

PBC Parks & Recreation Department/Westgate Park & Recreation Center or staff is not responsible for items left in the park or facility. All items that are found and turned in will be submitted to lost and found located in the community center building. Items will be held for 10 business days and forwarded to the PBC Parks & Recreation Administration building.

Additional Staff overtime fees may be applicable and will be charged at the rate of **\$36.50 per hour** after normal business hours if deemed necessary. Such fees will be discussed prior to issuing the rental permit.

Hours of Operation:

Monday – 9am – 5:30pm

Tuesday – Friday 9am – 9pm

Saturdays: 12pm – 6pm

Sundays: CLOSED

PAVILION & FIELD RENTALS

Please note: There is a 5.5% sales tax on all rental space.

Fees assessed in 1 hour increments. 2hr minimum

Pavilion permits can be reserved up to three months in advance. Payments may be in the form of check or cash.

The pavilion has 6 picnic tables, one large grill, and access to electricity upon request. Reservations are made on a first-come, first-served basis and may be made up to three months in advance. Vendors providing food and/or other services such as bounce houses, clowns, magicians, caterers, etc. are welcome at this pavilion with proof of current insurance provided by the vendor naming *Palm Beach County Board of County Commissioners* as additionally insured. Please call 694-5455 to reserve the pavilion.

Weekday Costs: \$70 plus tax

Weekend/Holiday Costs: \$70 plus tax

Security Deposit: \$100 (refundable; must be in the form of a check)

Ball field Rentals

Daily permits are issued when ball fields are not being used for a center-sponsored sports activity.

Multi-Purpose Ball field (minimum two-hour rental)

With Lights \$35 per hour

Without Lights \$25 per hour

Security Deposit: \$100 (refundable; must be in the form of a check)

Soccer Field (minimum two-hour rental)

With Lights \$35 per hour

Without Lights \$25 per hour

Security Deposit: \$100 (refundable; must be in the form of a check)

Room Rentals

Please submit a Facility Rental Request Form to reserve a meeting room. Forms are available, Monday through Friday during normal business hours from any full time staff member.

Individual Room: Seats 50 people theater style; 20 people with tables

Large Room: Seats 80 people theater style; 60 people with tables

Additional staff overtime fees may be applicable and will be charged at the rate of \$36.50 per hour if deemed necessary. Set-up Fees will be charged for rentals occurring outside the standard hours of operation. Such fees will be discussed prior to issuing the rental permit.

There is a 2 hours minimum on all field and facility rentals. Rental fees include lights.

REFUNDS

Pavilion Refunds

Please request a refund thirty calendar days prior to the event. Refunds will be issued if a notice of cancellation is received no later than thirty days prior to the event. The deposit check will be returned the next working business day provided your post event requirements have been fulfilled and a refund signature has been obtained.

Program Refunds

Refunds will be automatically issued if a class or activity is cancelled. For a class refund, please provide cancellation requests no later than three working days prior to the first class. Refunds will not be issued after the class has begun.

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