



CITY OF BARTOW

PARKS & RECREATION DEPARTMENT

Community Center Rental Guidelines

- Facilities are rented up to a year in advance.
- At least half the room rental is due to reserve the room.
- Teenage Parties are not allowed to have alcohol and must have Police Officers.
 - One Police Officer per 100 guests
- All rooms are guaranteed at 11:00 AM on the day of the rental.
- Events with alcohol require insurance and Police officers.
- If your event runs after 11PM you will be assessed a staff fee of \$30/hour.
- Payments can be made by check until 19 days before the event.
- Payments made within 19 days need to be money order or cash.
- The Damage Deposit is returned if there is no damage to the facility or additional cleanup for staff. The Damage Deposit is not returned if the contract is broken. It takes about 10-14 days to process the refund.

Amenities

Rentals include the setup of tables and chairs. Round tables are 60 inches and seat eight. Long tables are 6 foot. Other amenities include stage, microphones, projection screen (projector not available), podium (full stand or table top), sound system and lattice panels.

Police Officer Requirement

Events with alcohol must hire Bartow Police Department officers. Other events may also require police. One officer is required for every hundred guests at \$25/hour minimum of 4 hours for each officer.

If you are having an event with alcoholic beverages you will have to take out an insurance policy for the event. Per person fee increase effective 10/10/2013. The fee varies by attendance:

100 or less - \$197.54
150 - \$230.46
200 - \$243.12
250 - \$255.78
300 - \$268.45
350 - \$281.11
400 - \$293.77
450 - \$306.43
500 - \$319.10



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Capacity / Setup Info

Room capacity depends on room setup.

Bartow Civic Center

For Civic Center availability please contact Jason at (863)534-0120. An online calendar is available at www.bartowprograms.net

Assembly #1 – 6,300 square feet (70' x 90')

1. Banquet / Reception / Luncheon can seat about 250 – 300 people

Facility	Rate	Tax	Total Room Rental	Damage Deposit	Due to Reserve
Assembly #1	\$ 369.00	\$ 25.83	\$ 394.83	\$ 250.00	\$ 197.42

Assembly #2 – 2,700 square feet (60' x 45')

1. Not available Monday, Wednesday or Friday until 2:00 or 3:00 PM
2. Banquet / Reception with round tables about 100 people
3. Theater Style about 200 people

Facility	Rate	Tax	Total Room Rental	Damage Deposit	Due to Reserve
Assembly #2	\$ 207.00	\$ 14.49	\$ 221.49	\$ 250.00	\$ 110.75

Assembly #1 & #2

1. Banquet / Reception / Luncheon can seat up to 500 with just seating
2. Theater style up to 700

Facility	Rate	Tax	Total Room Rental	Damage Deposit	Due to Reserve
Assembly #1 & #2	\$ 576.00	\$ 40.32	\$ 616.32	\$ 250.00	\$ 308.16

Game Room – 2,250 square feet (50' x 45')



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1. Party with DJ or Band
 - a. Round tables 50-60 people
2. Theater Style, about 100 people
3. Stay away from only using long tables
4. Game Room is not rented when #1 is rented

Facility	Rate	Tax	Total Room Rental	Damage Deposit	Due to Reserve
Game Room	\$ 186.00	\$ 13.02	\$ 199.02	\$ -	\$ 99.51

Adult Lounge – 1,125 square feet (45' x 25')

1. Meetings, 30 – 50 people

Facility	Rate	Tax	Total Room Rental	Damage Deposit	Due to Reserve
Adult Lounge	\$ 120.00	\$ 8.40	\$ 128.40	\$ -	\$ 64.20

Spence Room – 1,125 square feet (45' x 25')

1. Round tables, 30 - 40 people
2. Baby showers, bridal showers, meeting space

Facility	Rate	Tax	Total Room Rental	Damage Deposit	Due to Reserve
Spence Room	\$ 120.00	\$ 8.40	\$ 128.40	\$ -	\$ 64.20

Teen Lounge – 960 square feet (40' x 24')

1. Classroom, 30 – 50 people

Facility	Rate	Tax	Total Room Rental	Damage Deposit	Due to Reserve
Teen Lounge	\$ 120.00	\$ 8.40	\$ 128.40	\$ -	\$ 64.20



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Carver Recreation Center

For Carver & Polk Street Center availability please contact Cherry at (863)534-0161. An online calendar is available at www.bartowprograms.net

New Gymnasium

Great for sports tournaments or dances (300 people)

Facility	Rate	Tax	Total Room Rental	Damage Deposit	Due to Reserve
New Gymnasium	\$ 336.00	\$ 23.52	\$ 359.52	\$ 250.00	\$ 179.76

Old Gymnasium

Great for banquets or receptions (430 people).

Facility	Rate	Tax	Total Room Rental	Damage Deposit	Due to Reserve
Old Gymnasium	\$ 336.00	\$ 23.52	\$ 359.52	\$ 250.00	\$ 179.76

Recreation Center

Great for a banquet (125 people).

Facility	Rate	Tax	Total Room Rental	Damage Deposit	Due to Reserve
Recreation Center	\$ 120.00	\$ 8.40	\$ 128.40	\$ 100.00	\$ 64.20

Kitchen

Facility	Rate	Tax	Total Room Rental	Damage Deposit	Due to Reserve
Kitchen	\$ 50.00	\$ 3.50	\$ 53.50	\$ 100.00	\$ 26.75

Recreation Center & Kitchen



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Great for banquets or receptions (125 people).

Facility	Rate	Tax	Total Room Rental	Damage Deposit	Due to Reserve
Recreation Center & Kitchen	\$ 170.00	\$ 11.90	\$ 181.90	\$ 100.00	\$ 90.95

Gause Room

Facility	Rate	Tax	Total Room Rental	Damage Deposit	Due to Reserve
Gause Room	\$ 48.00	\$ 3.36	\$ 51.36	\$ -	\$ 25.68

Polk Street Community Center

For Carver & Polk Street Center availability please contact Cherry at (863)534-0161. An online calendar is available at www.bartowprograms.net

Main Hall & Kitchen

Great for dances or banquets (200-250 people)

Facility	Rate	Tax	Total Room Rental	Damage Deposit	Due to Reserve
Main Hall & Kitchen	\$ 273.00	\$ 19.11	\$ 292.11	\$ 250.00	\$ 146.06

Room One or Two

Great for meetings (15 people)!

Facility	Rate	Tax	Total Room Rental	Damage Deposit	Due to Reserve
Room One or Two	\$ 39.00	\$ 2.73	\$ 41.73	\$ -	\$ 20.87