



# The Center at Deltona

**City of Deltona, Florida**

**1640 Dr. Martin Luther King Blvd., Deltona, Florida 32725**



## **Contact:**

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**Events Manager**

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## **Facility Rental and Ceremony Information**

The Center at Deltona is a brand new premier facility in Central Florida. Located conveniently off of Interstate-4 and Howland Boulevard in the Howland Crossings, The Center is an ideal place for large events, seminars, corporate meetings, banquets, weddings, and quinceañeras, high school proms, graduations, and dinner shows.

The Center has meeting rooms, a ballroom, as well as a beautiful lawn for ceremonies. If you are looking for resources and vendors for your coming event, we have compiled a list of local caterers and vendors to make your event special. Guided tours of the facility are available.



**Facility Specifications**

<b>Room</b>	<b>Square Footage</b>	<b>Banquet Seating</b>	<b>Theater Seating</b>
<b>Grand Ballroom</b>	<b>7500</b>	<b>500*</b>	<b>700</b>
<b>Ballroom A</b>	<b>1875</b>	<b>125</b>	<b>185</b>
<b>Ballroom B</b>	<b>1875</b>	<b>125</b>	<b>185</b>
<b>Ballroom C with Stage</b>	<b>3750</b>	<b>250</b>	<b>375</b>
<b>Meeting Room</b>	<b>1054</b>	<b>70</b>	<b>100</b>
<b>Conference Room</b>	<b>540</b>	<b>20</b>	<b>30</b>
<b>Two Activity Rooms (Night Only)</b>		<b>32</b>	<b>52</b>

**\*Seating maximum 400 if dance floor is requested.  
 Bride and Groom's Rooms are included for weddings.**



### **The Center at Deltona**

- The Center at Deltona will take event bookings up to 18 months in advance.
- **Smoking is not permitted inside the facility.**
- **A 50% deposit of the facility rental fee, excluding the bar package shall be due at the time of reservation in order to hold a room. A signed Facility Use Agreement/contract shall accompany the deposit.** The balance is due 30 days prior to the event. Payment for the bar package shall be due 10 days prior to the event. The complete rental fee as itemized on page 1 of the Facility Use Agreement including but not limited to, sales tax, and damage deposit will be due upon selection of an event date if the reservation is made less than 30 days prior to the scheduled event.
- Tax exempt organizations must supply a certificate of sales tax exemption with the Facility Use Agreement. All State of Florida rules regarding this type of sale will be adhered to.
- **Damage Deposits are due 30 days prior to the event, as stated in Paragraph 3.** At the end of each event, the Event Manager will survey the facility and will issue a damage ticket or refund. A refund may take up to 6 weeks and will be returned to the client by mail. If damage was caused by the event's patrons or actions, deductions will be made to the damage deposit. These damages may include; the need for extra cleaning; destruction of property or additional rental fees being charged where the event ran beyond the booked time frame.
- Anyone wishing to hold a date has seven days to secure the date with a signed Facility Use Agreement and a 50% deposit. A room may be held either in person or by telephone. An attempt to hold a date for an event that is less than 30 days away will only be held for 48 hours. After 48 hours (event less than 30 days away) or seven days (for any other event) the room can be booked without any notification from The Center.

**- Floor plans must be submitted to the Events Manager within ten days of the event.** A list of all requested facility supplied equipment is required along with a floor plan. For events requiring reserved tables, a list of attendees and name cards must be supplied ten days prior to the event. If this information is not provided within ten days of the event, tables will not be reserved.

- The Center at Deltona reserves the right to cancel the facility use contract if the rental fee balance, damage deposit and bar package are not paid in full within the specified timeframe: 30 days prior to the event for rental fee balance and damage deposit and 10 days prior to the event for a bar package.

- Please contact The Center’s reservation office at 386-878-8875 between the hours of 9 a.m. – 5 p.m. Monday, Wednesday and Friday, 9 a.m. – 8 p.m. Tuesday and Thursday, and 9 a.m. – 1 p.m. on Saturday. To meet after hours or schedule a tour, an appointment can be scheduled with The Center events team. All rooms may not be available during a tour due to other scheduled events.

**Cancellation Policy**

Reservations are booked when a signed facility use contract is submitted and fifty-percent (50%) of the rental fee is paid to The Center office. If a cancellation is necessary, the refund policy is as follows:

<b>Time Period before Rental Date</b>	<b>Amount Refunded</b>
18 months – 12 months	100% minus \$100 Administration Fee
12 months – 6 months	50% or \$100 Administration Fee, whichever is greater, will be charged.
6 months – 0 months	0% - The full rental fee payment will not be refunded if the event is cancelled less than 30 days prior to event.

**Date changes are treated as cancellations.**

**Liquor Policy**

The City of Deltona is owner of the Civic Center’s Liquor License. The Events Manager will determine if the Bar Package as ordered is appropriately staffed and supplied, as well as how the bar will be managed before, during, and after an event. All alcohol purchased through the requested Bar Package: 1) will be served by The Center’s bartending contractor or Center Staff and 2) is for on-site consumption only. Alcohol not purchased or obtained through The Center is prohibited on the premises for any function or event, including charity events.

The Center’s staff will try to accommodate specific requests from guests according to available stock. All guests under the age of 30 will have their ID’s checked before service. Failure to present an ID will result in no service of alcoholic beverages. Underage guests who are consuming alcohol will be asked to leave the premises. Failure to do so will result in a call to law enforcement. An off duty law enforcement officer may be required for an event, at the Events Manager’s discretion.

### Bar Pricing for 2017-2018

Bar Package	# of Hours	Price Per Person
<b>BEER, WINE AND SODA BAR</b>		
Budweiser, Bud Light, Miller Lite, Michelob Light, Heineken, Ying Ling, Fat Tire	4 Hours	\$14.50
	5 Hours	<b>\$16.50</b>
<b>OPEN BAR</b>		
House – Vodka, Gin, Rum, Tequila, Bourbon, Scotch and Amaretto	4 Hours	\$19.50
	5 Hours	<b>\$21.50</b>
Call –Jack Daniels, Tanqueray, Bacardi, Cuervo Gold, Dewar’s, Smirnoff	4 Hours	\$23.50
	5 Hours	<b>\$25.50</b>
Premium – Crown Royal, Bombay, Meyers, Chivas, Absolut, Grey Goose	4 Hours	\$27.50
	5 Hours	<b>\$29.50</b>
Champagne Toast for All Guests		<b>\$3.00</b>
<b>CASH BAR/HOST BAR BY CONSUMPTION</b>		
House Wine		\$5.00
Premium Wine		\$8.00
Domestic Beer		\$4.00
Import Beer		\$5.00
House Liquor		\$5.00
Call Liquor		\$6.00
Premium Liquor		\$7.00
Soft Drinks & Bottle Water		\$2.00
Specialty Drinks		\$7.50

### **Catering**

When selecting a catering company to handle your event, the caterer must follow the rules and regulations listed below:

1. All caterers will be required to have a valid Florida Business Tax Receipt and submit a copy to The Center.
2. All caterers will be required to have insurance of \$1M per incident and \$2M aggregate. The Center at Deltona/City of Deltona needs to be listed on their policy and as a name insured and a copy of an updated policy needs to be submitted to The Center.
3. All caterers must follow the State of Florida Health Department regulations.
4. All caterers must have their own commercial catering kitchen.

5. All caterers must have an adequate service staff to service the number of guests for that event. (i.e. 1 server per 30 guests maximum).
6. All caterers will be required to meet with the Events Manager no later than 30 days prior to the event to walk through the facility and go over all of the rules and regulations.
7. All caterers must submit a current catering menu and price guide.
8. All caterers will be required to pay a 10% commission fee to The Center at Deltona on gross sales of the event per the client's invoice. A check should be made payable to: The City of Deltona. If a caterer is donating their services, the fee to The Center is still required. The caterer will pay 10% on fees normally charged.
9. All caterers will be required to use The Center's china, silverware, glassware, salt, pepper, creamer, and sugar dispensers for table setup. The Center's staff will set the tables ahead of time. The caterer will be responsible for running all dishes, silverware, and glassware through the dishwasher and putting all racks away in the Center's storage room. The kitchen will be cleaned by the caterer before leaving. If the caterer wishes to pay a \$275 cleaning fee to The Center, everything must be returned to the kitchen and the Center's staff will clean and put everything away. The caterer may provide plasticware depending on the event.
10. All tables in the Ballroom or Meeting Rooms must be cleared of all items and items must be cleaned and returned to their proper storage. All linens must be placed in the linen bin and all skirting hung in the linen room.

The Center has china, flatware, and glassware available for events. Linens and certain center-pieces may be rented through The Center's office. Clients may select their own cake vendor, florist, photographer, videographer, entertainment, and/or transportation.

All evening reservations will end at 10 p.m. Sunday-Thursday and 11 p.m. Friday and Saturday. There is no exception to this rule.

### **Non-Catered Events**

#### **Applicable to Corporate Functions Only**

**Monday -Thursday 8 a.m. - 4:30 p.m. / Fri 8 a.m. – 2 p.m.**

Organizations who reserve rooms at The Center may bring in and serve simple or prepared food items at the above times. The following are examples of simple or prepared food items: continental breakfast, boxed lunches, sandwiches, pizza, party trays, etc. No heating elements are permitted (i.e., Sterno, chaffing dishes, hot plates, steam trays, barbecue grills, fondue pots, etc.). The client is responsible for all setup, serving, and cleanup; all of which must occur during the rental period. Only catering companies will be permitted to use the kitchen and kitchen equipment (i.e. refrigerators, microwaves, ovens and warmers). Organizations who plan to serve non-catered food must inform the Center staff no less than ten (10) days prior to the reservation.

## **Setup and Cleanup**

### Setup

- \* Use of The Center's tables and chairs is included with your reservation.
- \* Center staff will set up tables, chairs, podium, any audio/video equipment, etc. A floor plan must be submitted no less than ten (10) days before your event.
- \* Table linen requests and suggested floor plan must be supplied to The Center staff ten (10) days prior to an event. Failure to have a floor plan within ten (10) days of an event will result in the Center setting the room the way it deems fit. Changes will not be made at the last minute. You may not interfere with other events going on at the time in order to set up.
- \* Decorations are permitted following approval by the Events Manager no later than ten (10) days prior to an event. Glitter and other confetti-like decorations are prohibited.
- \* Tape, tacks, nails, staples, etc. are not permitted to attach your decorations.
- \* No streamers of any kind maybe attached or wrapped around the chandeliers or ceiling.

### Cleanup

- \* The rental facility must be left in the condition it was prior to the event.
- \* Tables and chairs must be cleared of all debris.
- \* All equipment and materials that are not The Center's property must be removed. The Center at Deltona is not responsible for materials left behind.
- \* Waste and all paper products must be placed in the dumpster.
- \* For non-catered events or events where the caterer will not provide cleanup, the rental period must include all time needed by the renter and vendors for setup/decoration, cleanup and to remove all materials that are not The Center's property.

## **Available Equipment**

The following is a list of additional equipment included with your rental at The Center at Deltona based on availability. Please submit your floor plan to the Center Staff no less than ten (10) days prior to an event date. At The Center at Deltona, multiple rooms are typically rented Monday through Friday. Please check availability with The Center's staff. Please contact outside vendors if you need additional equipment, tables, or chairs.

600	Stacking Chairs for indoor Use Only	66	60" Round Tables of 8
125	Folding White Chairs for Ceremony Use	24	Meeting Training Tables
50	6' x 30" Rectangular Tables	3	48" Round Table (Cake)
20	8' x 30" Rectangular Tables	10	30" High-Top Cocktail Tables
1	Podiums with/or without Microphones	5	High Chairs

Rentals – (See staff for pricing)

2	Projector Screens **	2	LCD Projectors**
6	Easels**	3	Flip Boards**

Sound system for stage and outside for ceremonies will be handled by the Center Staff only.

**\*\* Renters are responsible for all cords and accessories. The Center does not provide laptops, laptop cords, VGA cords, or extension cords.**

**Dance Floor Rental** – The Center has a portable 21 by 21 foot dance floor available for \$250.

**Portable Bars** – Are available to rent for a fee of \$100 per bar. If you are having an Open Bar or Beer, Wine, and Soda Bar Option, the fee will be waived. Bartenders will be \$25.00 per hour per bartender.

**Types of Bars** – Open Bar and Beer, Wine and Soda Bars will include a portable bar(s), plastic cups, fruit, napkins, straws. All cash bars will require payment for the bar and bartender(s).

**Ceremony Rehearsal**

Rental Fees include a scheduled one (1) hour rehearsal for your ceremony. Rehearsals may be scheduled Monday through Thursday (excluding Holidays) between 9 a.m. – 4 p.m. If a rehearsal dinner is scheduled at The Center on Friday night in the Meeting Room, a rehearsal can be arranged on the lawn prior to dinner, as long as another wedding is not taking place. Reservations for rehearsals are booked 30 days prior to your wedding date and based on availability.

**Damage Deposits**

<b>Building Use</b>	<b>Damage Deposit</b>
<b>Weekday Daytime or Evening, except Full building</b>	<b>\$250</b>
<b>Friday Evening, Saturday, Sunday, Holiday, or Full Building Rental</b>	<b>\$500 or \$1000</b>

**Fee Structure for The Center at Deltona**

<b>Day of Week</b>	<b>Min Hours</b>	<b>Per Hour</b>	<b>Total</b>
<b>Sunday Morning 8 a.m. - Noon</b>			
Conference Room	2	\$35.00	\$70.00
Meeting Room	2	\$50.00	\$100.00
Ballroom A	3	\$65.00	\$195.00
Ballroom B	3	\$65.00	\$195.00
Ballroom C with Stage	4	\$85.00	\$340.00
Full Ballroom	4	\$125.00	\$500.00
<b>You may hold an event like a brunch from Mid-morning to Mid-afternoon.</b>			
<b>Sunday Afternoon 1 p.m. - 4 p.m.</b>			
Conference Room	2	\$35.00	\$70.00
Meeting Room	2	\$50.00	\$100.00
Ballroom A	3	\$65.00	\$195.00
Ballroom B	3	\$65.00	\$195.00
Ballroom C with Stage	3	\$85.00	\$255.00
Full Ballroom	3	\$125.00	\$375.00



<b>Sunday Evening 6 p.m. - 10 p.m.</b>			
Conference Room	2	\$35.00	\$70.00
Meeting Room	2	\$60.00	\$120.00
Ballroom A or B	3	\$75.00	\$225.00
Ballroom C with Stage	4	\$120.00	\$480.00
Full Ballroom	4	\$150.00	\$600.00
½ of Ballroom	4	\$75.00	\$300.00
<b>Monday - Thursday 8 a.m. - 4 p.m.</b>			
Conference Room (M-F)	2	\$35.00	\$70.00
Meeting Room (M-F)	2	\$60.00	\$120.00
Ballroom A	3	\$65.00	\$195.00
Ballroom B	3	\$65.00	\$195.00
Ballroom C with Stage	4	\$85.00	\$340.00
Full Ballroom	4	\$125.00	\$500.00
<b>Funeral Lunch M-F Noon - 4 p.m.</b>	2	\$62.50	\$125.00
<b>Monday - Wednesday 6 p.m. - 10 p.m.</b>			
Conference Room	2	\$35.00	\$70.00
Meeting Room	2	\$60.00	\$120.00
Ballroom A	3	\$75.00	\$225.00
Ballroom B	3	\$75.00	\$225.00
Ballroom C with Stage	4	\$85.00	\$340.00
Full Ballroom	4	\$125.00	\$500.00
<b>School Program</b>	3	\$40.00	\$120.00
<b>Thursday Evening 6 p.m. - 10 p.m.</b>			
Full Ballroom	4	\$175.00	\$700.00
<b>Activity Rooms Setup fee Only M-TH</b>			
	<b>2 hour Max</b>	\$25.00	\$25.00
<b>Friday</b>			
Full Ballroom 8 a.m. - 2 p.m.	3	\$100.00	\$300.00
Friday Night Ballroom 6 p.m. - 11 p.m.	5	\$500.00	\$2,500.00
½ of the Ballroom 6 p.m. – 11 p.m.	5	\$250.00	\$1250.00
Meeting Room 6 p.m. - 10 p.m.	4	\$60.00	\$240.00

<b>Saturday Morning 8 a.m. - Noon</b>			
Conference Room	2	\$50.00	\$100.00
Meeting Room	2	\$75.00	\$150.00
Ballroom A	3	\$100.00	\$300.00
Ballroom B	3	\$100.00	\$300.00
Ballroom A&B	3	\$150.00	\$450.00
<b>Saturday Afternoon 1 p.m. - 4 p.m.</b>			
Conference Room	3	\$50.00	\$150.00
Meeting Room	3	\$75.00	\$225.00
Ballrooms Closed for Setup	x	xx	xx
<b>Saturday Night 5 p.m. - 11 p.m.</b>			
Ceremony Lawn Site **#	3		\$750.00
Ballroom **	5	\$600.00	\$3,000.00
½ of the Ballroom	5	\$300.00	\$1500.00
Bride/Groom's Rooms Included **			
Sound and Chairs Included #			
Meeting Room 7 p.m.– 10 p.m. (Holds up to 70)	3	\$125.00	\$375.00
<b>Additional Options</b>			
Portable Bar Fee per Bar		\$100.00	
Bartender Fee per Bartender		\$25.00/per hour	
Dance Floor		\$250.00	
Bird Cage for Wedding Cards		\$25.00	
Ballroom/Ceremony Site Lighting Package		\$300.00	
<b>Security Fee (If Required)</b>		\$45.00 per hour	
<b>Holidays</b>			
<b>Must Rent Facility for the Day</b>	8	\$250.00	\$2,000.00

**Please Note: ½ Ballroom Rental space - room dividers are provided for separation of events only. The Center cannot guarantee sound isolation between adjoining events.**

## **Frequently Asked Questions**

1. **What is the process for booking an event at The Center at Deltona?** All rentals come on a first come, first serve basis. Once a signed contract and 50% of the rental fee has been paid, the date will be confirmed. Thirty (30) days prior to your event the balance and a damage deposit will be due.
2. **Can you pencil me in for a rental date with no money down?** The date can be held for up to seven days. At that time The Center must have a signed contract and deposit paid or the date will be released. The Center's office will not call you when it releases the date.
3. **If I book The Center for my Wedding, do I get the whole building?** The ballroom, stage, veranda, bride's room, and groom's room are included with a wedding. An outside ceremony on the lawn, will include that space as well. The meeting room and activity rooms are the only other spaces The Center has the option to rent separately.
4. **Is alcohol permitted in The Center at Deltona?** Yes, The Center will hold a Civic Center license for the facility. You may choose one of our bar options including Open Bar, Beer, Wine, and Soda Bar, a Host Consumption Bar, or a Cash Bar. **NO OUTSIDE ALCOHOL WILL BE PERMITTED.** Anyone who brings alcohol onto the premise will be asked to leave.
5. **Can I choose my own vendors?** All food and beverages must be served by a caterer that meets The Center's regulations. You may choose your own cake vendor, florist, photographer, videographer, entertainment, and/or transportation.
6. **How late can I stay in the building?** All events must be over by 10 p.m. on Monday – Thursday, and 11 p.m. on Friday, Saturday, and Sunday. That means that all of your guests must be out the door by the designated time. Please notify your vendors that music and the bar will close 30 minutes prior to closing in order for everything to be removed and cleaned up.
7. **Who is responsible for setting up and tearing down tables and chairs?** The Center's staff will handle all setup and tear down of all rooms. A floor plan must be provided 10 days prior to your event. If you rent décor items or furniture, those items must be picked up at the end of the event. The Center will not store such items.
8. **Will I receive a refund if we leave early?** No. Once you have contracted for a certain amount of hours; that time has been allocated to your party. Please plan your time accordingly.
9. **How many parking spaces are available?** 251 parking spaces and 12 handicap spaces are available.
10. **When can I come in and view the Center?** Office hours are from 9 a.m. – 5 p.m. Monday, Wednesday, and Friday, 9 a.m. - 8 p.m. Tuesday and Thursday, and 9 a.m. – 1 p.m. on Saturdays. If these time are not convenient, please call and staff will try to accommodate your schedule. **This holds true once the Center opens in December of 2017.**
11. **Is smoking allowed?** There is a **No Smoking Policy** inside the Center at Deltona. You may smoke in designated areas outside of the building.
12. **Is catered food allowed to be taken home?** No. All food served is the property of the caterer who produced the meal, and will not be available for guests or the client at the end of the event. Guests may take any specialty cakes, cookies or pastries.