



## CITY OF COCOA FACILITY FEE SCHEDULE (Effective June 2018)

*It is the intent of the City of Cocoa to rent facilities for residents and the community at large. Rental fees are determined by City Council and are subject to change at their discretion.*

**DEPOSIT FEE:** All rental events require an immediate payment of a deposit equal to 25% of the total rental fee plus sales tax. The deposit fee will be deducted from the full rental amount. Full payment of fees is due *one (1) month* in advance of the event.

**CANCELLATION POLICY:** A 15% administrative fee will be deducted from the total amount due for the event for all written requests for refunds up to thirty (30) days prior to the scheduled event. If an event is cancelled within thirty (30) days of scheduled date, no refund will be granted. Refund requests will not be honored if total rental fee is less than \$50.00. All users **MUST** sign and agree to the Facility Use Permit Restrictions Addendum at time of booking.

**DAMAGE & CLEAN-UP DEPOSIT:** A \$250.00 Damage & Clean-up fee is required *one (1) month* prior to the rental date. A credit card will be held on file until after a damage and clean-up inspection is conducted. If there is any damage or additional clean-up needed, the credit card on file will be charged for the amount of the damage and/or clean-up required.

**FUNCTIONS SERVING FOOD:** Functions serving food in the Ballroom or Porcher House will be charged an additional \$150.00, payable *one (1) month* in advance. A copy of your caterer's state license and proof of insurance must be provided *one (1) month* prior to your rental date. All functions with more than 100 people in attendance are required to use a licensed and insured caterer.

**LONG-TERM RENTALS:** Individuals or organizations wishing to enter into a long-term facility lease agreement, will receive a 10% discount off of the rental rate for their particular category. A long-term lease will consist of a term between six (6) months and one (1) year with at least one to two meetings or events per month in the rented facility during the period. Long-term leases may be renewed each year on such terms as may be agreeable to both parties.

\*\* A \$1M Commercial General Liability Insurance certificate is also required naming the City as an additional insured.

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**Individuals/organizations applying for use permits shall be classified into four (4) categories for the purpose of use priority and charges. Proof of residence and organizational status required.**

**Category I:** All "non-profit" leisure programs directly or indirectly sponsored/governed by the City of Cocoa; or all jointly sponsored programs between private organizations and the City of Cocoa; any personal use by a Cocoa resident; or any use by a school located in the City of Cocoa limits.

**Category II:** All "non-profit" groups, organizations, corporations or programs which are registered under the provisions of 501(c)(3) and are registered or established in the City of Cocoa.

**Category III:** All "non-profit" groups, organizations, corporations which are registered under the provisions of 501(c)(3) but not registered or established in Cocoa; and any other non-profit organizations; or any personal use by a non-resident of the City of Cocoa; or all other governmental agencies.

**Category IV:** Any group, organization or corporation not a resident or established in the City of Cocoa; or any group, organization, or individual operating any "for-profit" activity; all other individual, organizations, groups or corporations not meeting the criteria of categories I, II, or III.

## CITY OF COCOA CIVIC CENTER:

### Ballroom: (700 Seating / 1,200 Standing Capacity) \*\*

<u>Category:</u>	<u>Charge/Hour:</u>	<u>Charge 5 Hrs.:</u>	<u>*Charge/Day (8 Hrs.):</u>
I	\$ 50.00	\$200.00	\$300.00
II	\$ 60.00	\$250.00	\$400.00
III	\$ 75.00	\$350.00	\$500.00
IV	\$100.00	\$450.00	\$800.00
<i>Wedding Ceremony Only:</i>		<i>2 Hours Maximum</i>	<i>\$300.00</i>
<i>Wedding Reception Only:</i>		<i>5 Hours Maximum</i>	<i>\$750.00</i>
<i>Wedding Ceremony &amp; Reception:</i>		<i>5 Hours Max. (if in same bldg.)</i>	<i>\$850.00</i>

### Conference Rooms #1, #2 & Board Room: (160/64/32 Seating; 290/138/66 Standing Capacity) \*\*

<u>Category:</u>	<u>Charge/Hour:</u>	<u>Charge 5 Hrs.:</u>	<u>*Charge/Day (8 Hrs.):</u>
I	\$20.00	\$ 80.00	\$120.00
II	\$30.00	\$120.00	\$180.00
III	\$40.00	\$160.00	\$240.00
IV	\$50.00	\$200.00	\$300.00

**\* Any additional hour is charged at the hourly rate.**

**\*\* There is a 3-hour minimum for Weekend Rentals.**

## CITY OF COCOA PORCHER HOUSE: (84 Seating Capacity / 125 Standing Capacity)

### Weekday Rentals: (M-T-W-Th)

<u>Category:</u>	<u>Charge/Hour:</u>	<u>Charge 5 Hrs.:</u>	<u>*Charge/Day (8 Hrs.):</u>
I	\$40.00	\$160.00	\$240.00
II	\$50.00	\$200.00	\$300.00
III	\$60.00	\$240.00	\$360.00
IV	\$70.00	\$280.00	\$400.00

### Weekend Rentals: (F-Sat-Sun)

<u>Category:</u>	<u>Charge/Hour:</u>	<u>Charge 5 Hrs.:</u>	<u>*Charge/Day (8 Hrs.):</u>
I	\$ 50.00	\$200.00	\$300.00
II	\$ 60.00	\$250.00	\$400.00
III	\$ 75.00	\$350.00	\$500.00
IV	\$100.00	\$450.00	\$800.00

**\* Any additional hour is charged at the hourly rate.**

<i>Photography Session</i>	<i>\$50.00 per hour</i>	
<i>Wedding Ceremony Only:</i>	<i>2 Hours Maximum</i>	<i>\$350.00</i>
<i>Wedding Reception Only:</i>	<i>5 Hours Maximum</i>	<i>\$750.00</i>
<i>Wedding Ceremony &amp; Reception:</i>	<i>5 Hours Max. (if in same bldg.)</i>	<i>\$850.00</i>
<i>Additional Fee for Outside of House:</i>		<i>\$200.00</i>
<i>(applies only if occupancy of house is over extended)</i>		

## CITY OF COCOA RIVERFRONT PARK:

### Amphitheater / Rotunda Greenspace: (1,500 Standing Capacity)

<u>Category:</u>	<u>Charge/Hour:</u>	<u>Charge 5 Hrs.:</u>	<u>*Charge/Day (8 Hrs.):</u>
I	\$40.00	\$160.00	\$240.00
II	\$50.00	\$200.00	\$300.00
III	\$60.00	\$240.00	\$360.00
IV	\$70.00	\$280.00	\$400.00

*Wedding Ceremony Only:* 2 Hours Maximum \$250.00  
*Wedding Reception Only:* 5 Hours Maximum \$550.00  
*Wedding Ceremony & Reception:* 5 Hours Max. (if both held in park) \$650.00

**\* Any additional hour is charged at the hourly rate.**

## CITY OF COCOA PICNIC PAVILIONS / GAZEBOS:

### Cocoa Village Myrt Tharpe Square; Riverfront Park Pavilions

<u>Category:</u>	<u>Charge per 1/2 Day (up to 4 Hrs.):</u>	<u>*Charge per Day (5-8 Hrs.):</u>
I & II	\$35.00	\$50.00
III & IV	\$45.00	\$60.00

**RESERVED on a first come, first serve basis.**

**\* Users should bring a copy of permit to picnic site to show proof of purchase.**

## Fee Schedule Discounts

*Approved 3/10/2009 by City Council*

*Discount applied toward facility rental rate only. Does not apply to food fee or rental items.*

<b>Military</b> – Must show valid Military ID	<b>25%</b>
<b>City of Cocoa Schools</b> – Schools located in the City of Cocoa limits	<b>50%</b>
<b>All other Brevard County Schools</b> – All other Brevard County Schools not in the city limits	<b>15%</b>
<b>City of Cocoa Employee</b> – Must show valid City of Cocoa employee badge at the time of booking; applies to employee & immediate family members <b>ONLY</b> .	<b>25%</b>

The City of Cocoa reserves the right to refund all monies paid and cancel all reservations and rentals up to 72 hours prior to the reserved date.

(See Facility Use Permit Restrictions Addendum for more information.)

