

Rental Rates per hour

Facility	Resident	Non-resident
Addie Greene Hall (Friday, Saturday, Sunday)	\$200	\$250
Addie Greene Hall (Monday - Thursday)	\$150	\$200
West Hall (Friday, Saturday, Sunday)	\$120	\$150
West Hall (Monday - Thursday)	\$90	\$120
East Hall (Friday, Saturday, Sunday)	\$120	\$150
East Hall (Monday - Thursday)	\$90	\$120
Dance Floor	\$100	\$100
Grand, West and East Hall	\$350	\$350
Damage Deposit		
Ineria Hudnell Meeting Room	\$35	\$50
Ineria Hudnell Meeting Room A	\$20	\$35
Ineria Hudnell Meeting Room B	\$20	\$35
Conference Room	\$15	\$20
Meeting and Conference Room	\$100	\$100
Damage Deposit		

Room rates include staff and one hour set-up/break down of event.

The Department of Parks and Recreation is looking forward to assisting you make your event memorable.

**It Starts
in Parks**

Mary V. McDonald-Wilson Center at Gaines Park



Rental Information

1505 N. Australian Avenue
West Palm Beach, FL 33401
(561) 804-4960



City of West Palm Beach
Department of Parks and Recreation
Mayor Jeri Muoio
Commissioners: Keith A. James, Isaac Robinson, Jr.,
Kimberly Mitchell, William Moss



Facility Use Policies

*Reservations are required at least five weeks prior to your function, and may be made up to a year in advance.
Any person requesting the use of the Center must be over the age of 21 years.*

Audio Visual and Sound

AV and Sound Equipment for large events such as weddings, banquets, family reunions are the responsibility of the Renter to provide. AV and Sound Companies may be permitted to connect to the facilities main system. City equipment used by groups that do not contract an outside vendor may be subject to additional charges.

Staff Fees

Room rates include one hour for setup/break down. Additional hours requested for set up will be at a rate of \$35/hr. Decorating is the responsibility of the renter as is the removal of decorations. Depending on the size and nature of the event the hiring of West Palm Beach Police may be required.

Insurance

Certain activities or functions, including facility rentals, may require the applicant to provide proof of insurance to the City. Insurance may be purchased through the City's TULIP program. Fire and Life Safety Inspection may be required based on event plans.

Deposits

A 50% deposit is due at the time of booking. The balance plus the damage deposit plus the TULIP fee, if applicable, is due at least four weeks prior to the event. The full amount is due at the time of booking for events taking place within 30 days or less. A damage deposit will be collected for all facility rentals. Any additional charges will be deducted from the damage deposit.

Cancellations

A full refund will be issued if requested at 30 days prior to the event date. A 20% cancellation fee will be charged if a refund is requested within 30 days of the event. All cancellations must be made in writing.

Payment Information

Fees for rental may be paid by cash, check, cashier's check, money order or credit card (Visa or Mastercard).

Facility Rental fees are due at the time of reservation confirmation, at which time 50% of the fees will be collected. The balance due must be paid 30 days prior to the event. Failure to make final payment may result in the rental be cancelled. Late payments will only be accepted in the form of a cashiers check, money order or credit card.

Resident Rates

Residents rates are for those who reside within the corporate city limits of the City of West Palm Beach. Proof of residency is required to receive resident rates when completing rental application. Renter receiving Resident rates MUST be present for the duration of the event.

Sales Tax Requirements

Sales Tax will be charged on room rentals fees at 6.5%. 501c-3 organizations must present their Non- Profit Status Form, and tax exempt organizations must present their Tax Exempt Certificate when completing rental application.

Smoking Policy

In compliance with the "Florida Clean Indoor Act" Chapter 386.201FS and the City of West Palm Beach does not permit smoking within City owned and operated buildings. Therefore, City of West Palm Beach WILL NOT permit smoking inside the facility.

Alcohol Policy

Alcohol may only be served or sold at the Mary V. McDonald Wilson Center by formal request for approval by the Director of Parks and Recreation. **Proof of appropriate LICENSES and INSURANCE will be required.** Depending on the size and nature of the event the hiring of West Palm Beach Police Officers may be required.

Special Accomodation

Per ADA (Americans with Disabilities Act) requirements, applicant agrees not to discriminate on the basis of disability while using City of West Palm Beach facilities.

Note:

The City has the right to refuse the use of the Center and may cancel any activity or content deemed inappropriate.

Mary V. McDonald-Wilson Center Floor Plan

