

CITY OF COCOA
MASTER FEE SCHEDULE
FOR
CITY FACILITY RENTALS,
SPECIAL EVENTS, AND PARADES

SECTION 1.0. APPLICANT CATEGORIES AND APPLICABLE CITY FACILITY RENTAL FEES FOR FACILITY RENTALS.

1.1 APPLICANT CATEGORIES ESTABLISHED FOR CITY FACILITY RENTALS. 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. The following categories are established for purposes of determining the fee or user charge imposed pursuant to Section 1.22 of this Master Fee Schedule:

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.

1.2 CITY FACILITY DEPOSITS, FEES, AND USER CHARGES. The following deposits, fees and user charges are hereby approved and required for the use of the City facilities as listed below.

1.21 City facility deposits and fees will be charged as follows:

DEPOSIT FEE: All rental events require an immediate payment of a deposit equal to 25% of the total rental fee. The deposit fee will be deducted from the full rental amount. Full payment of fees is due thirty (30) days prior to the scheduled 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 Application and Agreement at time of booking.

DAMAGE & CLEAN-UP DEPOSIT: A \$250.00 Damage & Clean-up deposit is required thirty (30) days prior to the scheduled event. If the cost of damages or additional clean-up exceed the Damage and Clean-up deposit amount, an invoice for such additional costs will be provided to the Applicant for immediate payment.

FUNCTIONS SERVING FOOD: Functions serving food in the Ballroom or Porcher House will be charged an additional \$150.00 plus applicable sales tax, payable thirty (30) days prior to the scheduled event. A copy of your caterer’s state license and proof of insurance must be provided thirty (30) days prior to the scheduled event. All functions with more than 100 people in attendance are required to use a licensed and insured caterer.

LONG-TERM RENTALS: A long-term facility lease agreement (“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. Such long-term leases may be renewed each year on such terms as may be agreeable to both parties. Individuals or organizations wishing to enter into a long-term lease will receive a 10% discount off of the rental rate for their particular category.

1.22 City facility rental fees shall be charged as follows:

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/Dav (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 & 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) **

Category:	Charge/Hour:	Charge 5 Hrs.:	*Charge/Day (8 Hrs.):
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)

Category:	Charge/Hour:	Charge 5 Hrs.:	*Charge/Day (8 Hrs.):
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 & Reception:</i>	<i>5 Hours Max. (if in same bldg.)</i>	<i>\$850.00</i>
<i>Additional Fee for Exterior Back Patio of the Porcher House:</i>		<i>\$200.00</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
<i>Wedding Ceremony Only:</i>		<i>2 Hours Maximum</i>	<i>\$250.00</i>
<i>Wedding Reception Only:</i>		<i>5 Hours Maximum</i>	<i>\$550.00</i>
<i>Wedding Ceremony & Reception:</i>		<i>5 Hours Max. (if both held in park)</i>	<i>\$650.00</i>

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

CITY OF COCOA PARK PAVILIONS / GAZEBOS*:

Riverfront Park Pavilions, Myrt Tharpe Gazebo and Lee Wenner Park Pavilion:

<u>Category:</u>	<u>Charge per ½ 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

Permit holder should bring a copy of permit to pavilion site to show proof of purchase.

** There is a five-hour minimum for Weekend Rentals.*

HEART OF COCOA COMMUNITY MEETING ROOM*:

Maximum Room Occupancy Limits: Theater (30) Classroom (30) Standing (48)

Parking is extremely limited at this location: One handicap accessible space and two general parking spaces only.

The Heart of Cocoa Community Meeting Room is free for all residents residing in the “Heart of Cocoa Community” (the area located between State Road 520 and Rosa L. Jones Drive, and between Florida Avenue and US 1). Proof of such residency will be required upon reserving the facility. The following rates will apply to all others renting this facility:

<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

** There is a three-hour minimum for weekend rentals.*

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

Fee Schedule Discounts

Discount applied toward facility rental rate only. Does not apply to food fees, rental items, Public Safety, or Special fees. Unable to combine discounts.

Military – Must show valid Military ID (Active duty and Retiree).	25%
City of Cocoa Schools – Schools located in the City of Cocoa limits.	50%
All other Brevard County Schools – All other Brevard County Schools not in the city limits.	15%
City of Cocoa Employee – <i>Must show valid City of Cocoa employee badge at the time of booking. Discount applies to employee and immediate family only.</i>	25%
Mid-Week Facility Rental - Monday through Thursday (Excludes Special Events, please see Special Event Fee Schedule)	25%
Mid-Week Wedding Package Discount – Monday through Thursday	25%

The City Manager or designee shall have the authority to waive City facility rental fees only. Only fundraising events conducted by non-profit (501(c)(3)) organizations will be considered for rental fee waivers.

SECTION 2.0 APPLICANT TIERS AND APPLICABLE SPECIAL EVENT FEES

2.1 APPLICANT TIERS ESTABLISHED. Individuals/organizations applying for use permits shall be organized into five (5) tiers for the purpose of use priority and charges. The following different tiers are established for purposes of determining the fees or user charges imposed pursuant to Section 2.22 of this Master Fee Schedule:

Tier 1 Permit: A Special Event or Parade which the attendance is anticipated to be less than 1,000 Persons and is organized by either a Non-profit (501(c)(3)) Organization or a Cocoa Village Partnering Organization*, or, a Special Event or Parade which the attendance is anticipated to be less than 500 Persons and is organized by a for profit organization.

Tier 2 Permit: A Special Event or Parade which the attendance is anticipated to be between 500 and 1,000 Persons and is organized by a for profit organization.

Tier 3 Permit: A Special Event or Parade which the attendance is anticipated to be in excess of 1,000 Persons and is organized by a Non-profit (501(c)(3)) Organization.

Tier 4 Permit: A Special Event or Parade which the attendance is anticipated to be in excess of 1,000 Persons and is organized by a Cocoa Village Partnering Organization*.

Tier 5 Permit: A Special Event or Parade which the attendance is anticipated to be in excess of 1,000 Persons and is organized by a for profit organization.

**A Cocoa Village Partnering Organization is any not for profit organization that's sole purpose is to attract visitors to the Cocoa Village area or that promotes the Cocoa Village area as a destination. (Does not have to be a 501(c)(3) non-profit organization.)*

2.2 DEPOSITS, FEES, AND USER CHARGES FOR SPECIAL EVENTS AND PARADES. The following deposits, fees and user charges as listed below are hereby approved and required for issuance of a special event permit.

2.21 Deposits and other fees will be charged by the City as follows:

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. All users MUST sign and agree to the Special Events Permit Application and Agreement at time of booking. *The City reserves the right to refund all monies paid and cancel all reservations and permits up to 72 hours prior to the reserved date.*

DAMAGE & CLEAN-UP DEPOSIT: A Damage & Clean-up deposit is required thirty (30) days prior to the scheduled event date. If no damage is done to the facilities or public property, all fees have been paid in full, and all rules and regulations have been followed, the Damage & Clean-up deposits will be returned to the applicant within thirty (30) business days following the scheduled event.

PUBLIC SAFETY & SPECIAL FEES: In accordance with Chapter 2, Article XI, Special Events and Parades, of the City Code, a Public Safety and Facility Fee will be determined based upon necessity for each event. This fee will include the use of Firefighter/EMT's, Police Officers, V-Cops, Electricians, etc. and will be determined after the application has been filed with the Leisure Services Division. Public Safety & Special Fees are due no later than thirty (30) days prior to the start of the special event.

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

2.22 Special event fees, deposits and public safety and special fees shall be charged as follows:

SPECIAL EVENT FEES:

All special events or parades require full payment of all fees detailed herein, due thirty (30) days in advance of the scheduled event or parade.

<u>Tier:</u>	
1	\$500.00 plus sales tax if applicable
2	\$1,000.00 plus sales tax
3	\$1,000.00
4	\$1,500.00 plus sales tax
5	\$3,000.00 plus sales tax

DAMAGE & CLEAN-UP DEPOSIT

<u>Applicants/Events in Good Standing</u>	<u>Applicants/Events in Conditional Standing</u>
\$250.00	\$1,000.00

PUBLIC SAFETY AND SPECIAL FEES

City Personnel including Police Officer/Fire-EMT Services/Public Works and Electricians	\$50.00 per hour per person	V-Cops	\$15.00 per hour per person
Fire and Police Department Command Staff		\$55.00 per hour per person	
Vendor Bollards	\$25.00/box/day	Fountain Fee*	\$15.00
RFP Rotunda Utility Bollards	\$25.00/half day	\$50.00/full day	
Stage Electric (110 outlets)	\$25.00/half day	\$50.00/full day	
Water Usage	\$10.00/half day	\$20.00/full day	
Road Closure Fee	\$50.00	Full Stage Power	\$400.00/full day

Half Day = Up to 4 hours, Full Day = Above 4 hours

*Fountain Fee is to change the regular 10a-6p schedule of the Fountain in Riverfront Park.

The City Manager or designee shall have the authority to waive City special event fees only. Only fundraising events conducted by non-profit (501c3) organizations will be considered for rental fee waivers.