

LAKESIDE ACTIVITY CENTER

101 Holley Park Dr.
Mesquite, TX 75149

The individual and/or organization granted this reservation agrees to abide by the Rules and Regulations as stated on the **Facility Reservation Policy** and all City, State and Federal laws.

	<u>Auditorium Style</u>	<u>Banquet Style</u>
SEATING CAPACITY:	200 *	150
(* Approximately 150 chairs are provided)		

Amenities: There are approximately 20 each 6' x 30" tables and approximately 150 chairs. The kitchen has a refrigerator, microwave oven and a sink.

Rental Hours: 8:00 a.m. to 11:00 pm

** RESIDENT RENTAL FEES:	Hourly Rates (Minimum four hours)
Monday – Thursday	25.00
Friday – Sunday	50.00

**** Fees are double for non-resident reservations. ID is required during the reservation process.**

Tips for a successful event:



Plan ahead: Reservations are made four calendar months at a time. Example: Beginning November, reservations for November through February may be made. Staff recommends viewing the facility prior to making the reservation. The facility is open on Tuesdays from 5 p.m.– 6 p.m. for viewing with the exception of City holidays.

Provide details: The more the Parks and Recreation staff know about the event, the better service and support can be provided. Parties with minors must have a minimum of two adult chaperones for each 25 minors. Chaperones must be present before the reservation and remain throughout the entire function. **Alcohol is not permitted.**

Dancing: Dancing is permitted at this location only. All parties with dancing or a D.J. will require off-duty Mesquite Police Officer(s) to be present for your event. Additional fees will be charged for Mesquite Police Officer services. The PARD office will coordinate the officer(s) on your behalf upon your reservation. Reservations with dancing or a D.J. must be made no less than three weeks in advance.

Allow enough time for setup and cleanup: The patron is responsible for the set up and take down of tables and chairs. The building will be opened and closed by a staff member who will remain on duty throughout the reservation according to the time period stipulated on the rental contract. A \$25 per hour custodial fee will be assessed if conditions must be improved for the next reservation.

Cancellations or Changes: 50% of the reservation fee will be assessed for any changes or cancellations less than one week (7 days) from the scheduled date of the reservation. 25% of the reservation fee will be assessed for any cancellations more than one week (7 days) from the scheduled date of the reservation. Any fee that is \$25.00 or less (\$50.00 for non-residents) is non-refundable. Changes in reservations cannot be made on the day of the reservation.

Call the Parks and Recreation Administration office at 972-216-6260 or visit our website at www.cityofmesquite.com for more information.