

LAKESIDE ACTIVITY CENTER

101 Holley Park Drive
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 a.m. to 11 p.m.

RESIDENT RENTAL FEES: (FEES ARE DOUBLE FOR NON-RESIDENTS)	(MINIMUM 4 HOURS)	OPTIONAL SERVICES	FLAT RATE
MONDAY – THURSDAY	\$25 per hour	ROOM SET UP	\$50
FRIDAY – SUNDAY & HOLIDAYS	\$50 per hour	ROOM TAKE DOWN/CLEANING	\$100

Cleaning/Damage Deposit: \$100 - due when the reservation is made. If no damages or violations are reported, deposit will be refunded within three weeks after the conclusion of the reservation.

 **Plan Ahead:** Reservations are made eleven calendar months at a time. Example: Beginning November, reservations for November through September may be made. Staff recommends viewing the facility prior to making the reservation. The facility is open on Tuesdays from 6–7 p.m. for viewing with the exception of City holidays and special events.

Provide Details: The more the Parks and Recreation staff knows 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. ID is required during the reservation process.

Dancing: Dancing is permitted at this location. All parties with dancing or a D.J. for age groups 13-21 will require an off-duty Mesquite Police Officer to be present for your event. Additional fees of \$30 per hour (4 hour minimum) will be charged for Mesquite Police Officer services and are payable in cash to the officer the night of the event. The Mesquite Parks & Recreation office will coordinate with the Police Department to schedule an officer for your event. Parties with dancing or a D.J. for all other age groups require that a facility attendant be present for your event for an additional fee of \$15 per hour to be paid at the time the reservation is made. Reservations with dancing or a D.J. must be made no less than 3 weeks in advance.

Alcohol: For formal functions, champagne and/or wine may be served at Lakeside Activity Center for toasting purposes only, but not sold. All other types of alcoholic beverages are prohibited. NO CONSUMPTION OF ALCOHOL OUTSIDE THE FACILITY.

Allow Enough Time: The patron is responsible for the set up and take down of tables and chairs and cleaning of the facility. Time allotted for this must be factored into the reservation period. The building will be opened and closed by a staff member who may remain on duty throughout the reservation according to the time period stipulated on the rental contract. A \$50 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 7 days from the scheduled date of the reservation. 25% of the reservation fee will be assessed for any cancellations more than 7 days from the scheduled date of the reservation. Any fee that is \$25 or less (\$50 for non-residents) is non-refundable. Changes in reservations cannot be made on the day of the reservation.

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

