



Event Planning Guide

The Lake Mary Events Center is looking forward to helping you create the perfect event for you and your guests!

For additional photos, please like our Facebook & Instagram page:

@LakeMaryEventsCenter

About Us

Located in Downtown Lake Mary on the shore of West Crystal Lake, The Lake Mary Events Center will create the perfect backdrop for you to plan an unforgettable event that exceeds all expectations. With the millions of details that go into planning your special day, we invite you to consider the fabulous opportunities at The Lake Mary Events Center. By providing couples with the flexibility to choose your ceremony, cocktail hour, and reception

location to meet your individual visions, everything you need to host your perfect ceremony and reception can be found here. With the picturesque Rotunda and Lakeside Ceremony Site with panoramic views of the lake framed with live oak trees and Spanish moss, The Lake Mary Events Center provides you with an environment that is truly serene.

Touring Information

Touring of the Lake Mary Events Center is primarily done Monday—Friday from 9am - 4pm, by appointment only, but is based upon the Venue's availability. Please email or call in advance to schedule a tour.

Facility Specifications

ROOM	CAPACITY	
	BANQUET	THEATRE
Grand Ballroom	240	300
Ballroom A	120	180
Ballroom B	80	110
Meeting Room	40	75
Rotunda	80	160



Additional Amenities

- Complimentary ample parking to accommodate 200 vehicles.
- Dance Floor and Stage in the Grand Ballroom.
- Digital signage monitors available in the foyer for personalization.
- Dressing Rooms.
- Tables and Chairs needed for guests and A/V equipment.
- Complimentary one hour ceremony rehearsal.
- Several Rocking Chairs located on the Front Porch.
- Ceiling to floor windows in the Rotunda and Grand Ballroom.

Lake Mary Events Center Rates

Thursday and Friday Evening, Saturday, Sunday, or Holiday Rentals

Full Building rental required (no individual rooms available during these times).

Full Building rental includes the Grand Ballroom, Meeting Room, Rotunda, Lakeside Lawn, and Dressing Rooms.

Rental also includes one hour of cleanup from 11:00pm—12:00am for vendors*.

Thursday Evening Block Rental	
Full Building Rental: 4:00pm-11:00pm	\$1250
Add One Hour	\$150 (enter at 3:00pm)

Friday Evening Block Rental	
Full Building Rental: 3:00pm-11:00pm	\$2500
Add One Hour	\$300 (enter at 2:00pm)

Saturday Rental	
Any 8 hour block between 10:00am and 11:00pm	\$3500
Add One Hour	\$400

Sunday Rental	
Any 8 hour block between 10:00am and 11:00pm	\$2500
Add One Hour	\$300

Holiday* Rental	
Any holiday, or day before/after a holiday, falling on a Monday - Thursday	\$2500 (add hour \$300)
Any holiday, or day before/after a holiday, falling on a Friday - Sunday	\$3500 (add hour \$400)

Weekday Block Rates

Monday - Wednesday Daytime Blocks: 8:00am-4:00pm, Thursday Daytime Block: 8:00am - 3:00pm, and

Friday Daytime Block: 8:00am - 2:00pm

Monday-Wednesday Evening Blocks: 4:00pm - 11:00pm

(Evening blocks include one hour of cleanup from 11:00pm - 12:00am for vendors*.)

Full Building	\$850
Grand Ballroom (Ballroom A & Ballroom B)	\$550
Ballroom A	\$400
Ballroom B	\$350
Meeting Room	\$300
Rotunda	\$400
Lakeside Ceremony Site (2 Hours)	\$350

* Cleanup times may vary dependent upon rental block time.

** Holidays include but are not limited to: New Years Eve, New Years Day, Memorial Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve, Christmas Day, Independence Day, Veteran's Day, Martin Luther King Day, Presidents Day, Columbus Day. Days before or after a holiday may apply.

Security Deposit

Building Use	Security Deposit
Full Building Rental	\$500
Partial Building Rental	\$200

Security Deposits are due thirty (30) days prior to your rental period. Security Deposits, when submitted, are deposited into the City’s general fund and will be returned via City check, usually within six (6) weeks following the event. Deductions may be made for damage, excessive cleaning, or time used beyond the contracted time period, including your contracted vendors.

Cancellation Policy

Time Period Before Event Date	Amount Refunded
18 Months - 12 Months	100% minus \$100 Administrative Fee
12 Months - 6 Months	50% or \$100 Administrative Fee (whichever is greater) will be charged
6 Months - 1 Month	0%
30 Days or Less	Full Rental Payment will not be refunded

Date changes are treated as cancellations.

Reservations are booked and confirmed when the renter submits a signed Facility Use Agreement and fifty percent (50%) of the Rental Fees have been paid. In the event the booking is cancelled the above percentage of the initial Rental Fee deposit will be refunded. All cancellations or changes to the contract must be made in writing. Any service charge fees for online payment will not be refunded.

Catering, Food, and Beverage

All Catering services must be provided by one of the following LMEC Select Caterers, with the exception of cake. Catering fees are not included in the Lake Mary Events Center’s rental price. The LMEC Select Caterers have been chosen to provide a wide variety of menus and services and to accommodate diverse tastes, budgets, and occasions. Please contact them to help plan your event!

No Other Catering Services are Permitted and No Exceptions Made

Select Caterer	Phone	Website
Arthur’s Creative Events & Catering	407-331-1993	www.ArthursCatering.com
Big City Catering	407-438-3488	www.BigCityCatering.com
Cuisiniers Catered Cuisine & Events	407-975-8763	www.CuisiniersCater.com
John Michael Weddings & Special Events	407-894-6671	www.JohnMichaelEvents.com
Levan’s Catering	407-699-9900	www.LevansCatering.com
Magic Occasions	407-927-4515	www.MagicOccasions.com
Puff n’ Stuff Catering	407-629-7833	www.PuffNStuff.com
River City Catering	407-324-4343	www.RCCatering.com
4Rivers Smokehouse	407-760-8667	www.4RSmokehouse.com

Kitchen Facilities, including refrigerators, ice machine, and microwaves, are available ONLY to the LMEC Select Caterers

Contact your LMEC Select Caterer to determine what services will be provided. Many caterers have or will develop packages to include setup/ decoration, service, and cleanup as well as linens, china, centerpieces, etc. The caterer must be onsite for the entirety of the event.

Alcoholic Beverage Policy: All alcoholic beverages must be served by your LMEC Select Caterer. Red wine and punch are discouraged, if a stain occurs from such use your Security Deposit could be forfeited. Please contact your LMEC Select Caterer to learn their policies and procedures regarding alcohol services. ***No cash bars permitted.***

Ceremony Sites

Two picturesque ceremony sites are available: the Lakeside Ceremony Site; which is located on the Event Lawn behind the Lake Mary Events Center, and the Rotunda. Both provide beautiful ceremony locations with stunning views of West Crystal Lake and the Event Lawn and are included with Full Building Rentals.

Lakeside Ceremony Site: The Lakeside Ceremony Site includes the Event Lawn and trellis areas, as well as the fountain patio. The larger trellis and lakeside site offer seating for up to **240 guests**. The smaller trellis offers seating up to **130 guests**. The Lake Mary Events Center has up to 160 outdoor white folding chairs available for complimentary use. Please contact an outside vendor if you plan to seat more than 160 people.

Rental of just the Lakeside Ceremony Site includes two (2) hours at the lakeside ceremony area, Monday through Friday; however, the Lakeside Ceremony Site is not available as a sole rental after 2:00pm on Thursdays or Fridays. **Site use is included Full Building rentals for the full duration of your rental period.**

Only the blowing of bubbles or releasing of butterflies may take place at the Lakeside Ceremony Site. Flower petals (natural or silk), birdseed, rice (biodegradable, puffed rice, etc.) are not permitted. Flower arrangements may be used for decorative purposes only, not to be dropped or thrown. Failure to adhere to these guidelines will result in loss of your Security Deposit. Wedding party pets welcome for outside ceremonies! (Pets are not permitted inside of the building (with the exception of documented service animals) and must leave following the ceremony.)



Rotunda: The glass-enclosed Rotunda provides a beautiful ceremony site inside of the Lake Mary Events Center for up to **160 guests** with an outdoor feel. Use of the Rotunda is included with Full Building Rentals. White folding chairs are provided with your ceremony rental. Sole rental of the Rotunda is available Monday through Friday though not after 2:00pm on Thursdays or Fridays.

Real or silk flower petals may be dropped or thrown in the Rotunda. Flowers or petals must be cleaned up by a member of the rental party immediately following the ceremony, regardless of the rental period duration. Rice of any kind, birdseed, bubbles, butterflies, etc. may not be dropped, throw, blown, or released. **Unity candles are not permitted inside the Lake Mary Events Center, including the Rotunda.**



Rehearsals

Rental fees include a complimentary one (1) hour rehearsal to practice for your ceremony/event. Rehearsals can be scheduled (1) month prior to the event date, pending the final balance is paid, and is based upon the Venue's availability. No exceptions will be made if the final balance is paid sooner to thirty (30) days. Rehearsals are scheduled Monday – Thursday (excluding Holidays) between 9:00am – 3:00pm, though some exceptions may be available for Fridays depending on the Venue's availability. It is not required that rehearsals be held at the Lake Mary Events Center.

Available Equipment

The following is a list of equipment available for your rental at the Lake Mary Events Center. Floor Plans are due to Events Center Staff no less than ten (10) Days prior to your event date. At the Lake Mary Events Center, multiple rooms are typically rented Monday - Friday. Please check availability of the following equipment with Center Staff and contact an outside vendor for any other equipment needed for your event. The Venue does not provide linens.

(Some equipment may be subject to change; likewise, some items may be added, deleted, or require a nominal rental fee.)

Equipment Included with Rental:			
300	Banquet Chairs for Indoor Use Only	3	48" Round Tables (ex: cake table)
160	White Folding Chairs for Indoor/Outdoor Use	10	30" High-top Cocktail Tables
28	72" Round Tables (seats 8-10 guests)	1	1/2 60" Round Table (ex: sweetheart table)
20	60" Round Tables (seats 6-8 guests)	1	Podium with/without a Microphone
10	8ft Rectangular Tables (30"x96")	3	Highchairs
10	6ft Rectangular Tables (30'x72")	2	Easels
Upgradeable Equipment:			
300	Mahogany Chiavari Chairs (ivory vinyl pads) : \$300 plus tax (may be added at a later date)		

A/V Equipment use is complimentary but must be scheduled at least ten (10) days prior to the scheduled event date with the Lake Mary Events Center's staff.*

4	Projectors and Screens:	3	Located in the Grand Ballroom
		1	Located in the Meeting Room

*Renter is responsible for all cords and accessories. The Lake Mary Events Center does not provide laptops, laptop cords, HDMI cords, or extension cords, etc. Only HDMI cords can be used, the Lake Mary Events Center does not recommend using any adaptors (including HDMI adaptors) with the system.



KRISTEN WEAVER PHOTOGRAPHY

Floorplans

A desired setup is due no less than ten (10) days prior to your event and is the renter's responsibility. Our LMEC Select Caterers will frequently assist you in developing the floor plan and will, at times, submit it on your behalf. All equipment listed above is available for use and will be set up prior to your rental block beginning, by LMEC staff, so long as a floor plan is submitted. If a floor plan is not submitted our staff will be unable to setup any equipment and will be unable to do so until the day of your event when you arrive, which will cut into your rental time. All equipment that is not property of The Lake Mary Events Center is the renter's responsibility to setup and cleanup. Any LMEC equipment that needs to be moved during your rental block will need to be done by your caterer. Please discuss this with them prior to.

Setup and Cleanup

Your contracted time must include all time needed by the Rental Party and vendors for decorations, setup (with exception of included equipment so long as a floor plan is submitted), and cleanup. The Rental Party and vendors will not have access to the Venue prior to the contracted time. If additional time is needed you may add an hour or additional time block (if applicable) , or your time block must be adjusted to appropriately include the time you wish to enter ultimately ending your time block that much earlier (weekend/holiday events). No unpaid additional time will be permitted.

The Venue must be returned in the condition it was provided to the Rental Party and all tables and chairs cleared of all debris. Waste and all paper products must be placed in the dumpster. **Any time used outside of the contracted time (for early vendor access, deliveries before or after, etc.) will result in an overage in time which will be charged the hourly rate (varied dependent upon the day of the week) and will be taken from your Security Deposit.**

Vendor Arrival and Deliveries

No access to the Venue will be granted before or after your contracted time. When your contracted time begins the Rental Party and vendors will be permitted to enter the Venue. Any deliveries or equipment drop off/pick up must be scheduled and happen during your contracted time. Please be sure to communicate the correct times to your vendors for arrival and delivery. Any equipment not picked up during your contracted time will be left outside of the Venue and is not the responsibility of the Lake Mary Events Center. No deliveries may be done prior to your contracted time or the day before an event (this includes but not limited to: decorations, alcohol, cake, or event equipment). No items may be left overnight.

Decorations

No decorations, in any way (tape, tacks, nails, staples, etc.), may be attached to the walls, doors, windows, window coverings, chairs, painted surfaces, or hung from the ceiling. Candles are permitted as long as the flame is enclosed in glass (such as a votive or hurricane lamp) or floating in liquid and the wick is at least one (1) inch below the top of the glass. No open flame or hand held candles, such as unity candles, are permitted inside the Venue. Fog machines may only be used if utilizing dry ice. Decorations are permitted within reason, and only in the space you have rented, but certain decorations must be approved by Events Center management such as draping, outside decorations (trellis' included), market lighting, etc. no less than ten (10) days prior to your event. Glitter and other confetti like decorations are prohibited. Tables, chairs, or wraps are prohibited on the dance floor. The Rental Party, or vendors, must remove ALL decorations immediately after your event and during your contracted time. **No items may be dropped off earlier than your contracted time or left overnight.**

Wedding Exits

Sparklers, bubbles, glow sticks, and ribbon wands are permitted for your wedding exits. Sparklers are only permitted outside of the Venue and must be disposed of properly. A bucket of sand or water must be provided by the Rental Party to extinguish the sparklers and once cooled, thrown away. Confetti, throwing of rice (biodegradable, puffed rice, etc.), dried lavender, sprinkles, pom-poms, and fireworks* are prohibited. Failure to adhere to these rules will result in a loss of your Security Deposit. Any wedding exit not mentioned above would need to be approved by Events Center management. (*Fireworks prohibited in the City of Lake Mary).

Music

The City of Lake Mary has a standing noise ordinance that is complaint driven and the Rental Party may be asked to turn down or turn off any music not meeting the City's requirements. The Rental Party or their guests may be asked to enter the Venue if the complaint is geared toward excessive noise on the front or rear patio areas. Music cannot exceed certain decibel levels and **subwoofers are prohibited**. Events Center staff will monitor these levels throughout the rental period and in the event the limits are exceeded, will ask the DJ/Band to lower the music. Refusal to do so will result in cessation. Please inform your chosen DJ/Band of the City's strict noise ordinance.

Outdoor Music

With exception to outdoor ceremonies, **no amplified music is permitted outside** (this includes outdoor cocktail hours). With exception to outdoor ceremonies only acoustic music will be permitted and will require approval by management. Examples of music approved: ceremony, string quartet, harpist, acoustic guitar. Examples of music not approved: steel drums, live bands, DJ's, or any music amplified with speakers.

Event Supervision

The Lake Mary Events Center will have a staff member present the whole duration of your rental. They shall be responsible for the facility, equipment, participants and activities, including the authority to request changes in activities or cessation of activities. They do not function as a wedding planner or coordinator.

Booking Procedure

- The Lake Mary Events Center books reservations up to eighteen (18) months in advance. Reservations and contracts are done electronically. The first business day of the month will open bookings for the eighteenth (18th) month. From 8:00am—2:00pm only Lake Mary City residents can reserve a date; after 2:00pm, open bookings begin. No courtesy holds will be accepted on the first business day of the month when booking eighteen (18) months in advance.
- Fifty percent (50%) of the Rental fees together with a signed Facility Use Agreement will secure an event date (unless the reservation is made within thirty (30) days of the event date; in which case the total Rental Fees, sales tax, and Security Deposit would be due). All final payments, including the remaining 50% of the Rental Fees, sales tax, and the Security Deposit, are due thirty (30) days prior to the event date.
- The Lake Mary Events Center reserves the right to cancel the Facility Use Agreement if the Rental Fee balance and Security Deposit are not paid when due (30) days prior the event date. Rates are no longer subject to change within 364 days of the event date.

Payments

Payments are payable to City of Lake Mary and can be paid online, www.lakemaryeventscenter.com, paid in person by cash or check only, or mailed to the Lake Mary Events Center. Please keep in mind that there are processing fees associated with certain payments: Online Electronic Check payments will incur a flat service charge fee of \$1.95 & credit/debit card payments (payable online only) will incur a 2.95% service charge fee (service fees are non-refundable).

Courtesy Holds

A single date may be put on a courtesy seven (7) day hold. On the seventh (7th) day the hold will expire with no notice to the customer and the hold may not be extended. It is the responsibility of the customer to contact the office to reserve the date. Courtesy holds may be made in person, by email, or phone. Courtesy holds for dates that have reopened and/or holds placed within thirty (30) days of the desired event date can only be held for maximum of forty eight (48) hours. No courtesy holds will be accepted on the first business day of the month when booking eighteen (18) months in advance.

Thank you again for considering the Lake Mary Events Center for your upcoming event!

We look forward to the opportunity to work with you!

