CITY OF SANFORD
PARKS & RECREATION DEPARTMENT

SANFORD CIVIC CENTER
BETTYE D. SMITH CULTURAL ARTS CENTER

RENTAL INFORMATION AND REQUIREMENTS

Facility Hours of Operation
Civic Center: 401 E. Seminole Blvd. Sanford, FL 32771 - 7 AM - 1 AM
Bettye D. Smith Cultural Arts Center: 119 W. 5th St. Sanford, FL 32771 - 8 AM - 10 PM

Rental Office
City of Sanford Civic Center/Senior Center
401 E. Seminole Blvd.
Sanford, FL 32771 * Monday- Friday * Hours: 8 AM - 4:30 PM * Office 407.688.5129
Alvarise.James@sanfordfl.gov or Jackie.clark@sanfordfl.gov.

Deposit Information
$100, per event day at each facility.

Deposits are refundable provided the facility is left clean and in order.
Payment Schedule: Rental fees are due thirty (30) days prior to the scheduled rental date. Payments can be made in person or mailed to the office. Late payments may jeopardize your rental.

Mailing Address:
City of Sanford Recreation Department
P.O. Box 1788
Sanford, FL 32772-1788
Attn: Alvarise James

All payments are to be made by: check, money order or cash. We do not accept cash by mail.

Event floor diagram and a list of requested equipment must be submitted no less than ten (10) days prior to the event.

Police officers will be required for all events serving alcohol and as required by the City of Sanford Police Department. The fee is **$60.00** per hour, per Officer with a 4 hour minimum. All teen events require a minimum of 8 Officers. All Police fees are additional, will be added to the rental fees, and are due thirty (30) days prior to your scheduled rental date.

Applicant is responsible for all guests and participants. Violators risk immediate termination of their event by the City of Sanford staff and Police Department. No refunds will be given.

If alcoholic beverages are sold at an event, a Florida State Liquor License and Liquor Liability insurance with the City named additionally insured will be required prior to the event and a copy must be posted at the premises for the duration of the event.

Cancellations / Changes: Upon signature of the rental agreement cancellations or changes to the event are to be made in writing by the applicant no later than 2 weeks prior to the rental. It may be brought in person, by mail or by email to: Alvarise.James@sanfordfl.gov or Jackie.Clark@sanfordfl.gov.

In the event of an emergency situation or natural disaster (i.e. a hurricane projected to impact the area during your scheduled event) there is a possibility that your event will be cancelled or rescheduled by the City. You will be notified as soon as this is foreseeable.

"Rental Timeline"

Please determine the amount of time you will need by answering these questions. This information will help determine your "total hours" when completing the contract. "Total hours" includes setup, event and clean up hours. The applicant, vendors and/or caterers will only have access to the facility during the hours indicated on your contract.

- How much time do you need to decorate?
- How much time does the caterer need to setup?
- How much time does the entertainment need to setup?
- How much time do I need to remove decorations?
- How much time does the caterer need to clean up?
- How much time does the entertainment need to break down their equipment?

General Information and Regulations

- Lessee is expected to arrive and occupy the building according to times specified on the contract.
- D.J's music or live music must be kept at a reasonable level. Amplified music must not be heard outside the building. All music is to be stopped with ample time so the music vendors can be ready to leave by the end of your rental period.
- No pins, nails, staples etc. are to be used in the wood or on the walls. (I.e. stage, staircases, bannisters, curtains etc.)
- **Ballon Shine and/or any like products are prohibited inside of the building. Ballon shine may be used OUTSIDE ONLY.**
- **Window Blinds to be operated by Staff only.**
- **Smoking** or the use of smokeless tobacco is not allowed in any city facility. This includes: E-Cigarettes and Vapor Cigarettes.
- **Pyrotechnics** fog, smoke or bubble machines are not allowed in the Civic Center, Monroe Hall or Cultural Arts Center. Any device that releases smoke could potentially set off the fire alarm.
- Confetti, glitter and/or throwing of rice is prohibited, per City Ordinance. Bird seed is allowed to be thrown **outside** of the building. Please make sure this area is left clean afterward.
- Animals are prohibited (except service animals) in the buildings unless arrangements have been made 30 days in advance.
- **Cooking: Civic Center -** Cooking is allowed only in the kitchen due to fire codes. Frying of any kind is not allowed. Cutting boards are to be used. The white table tops in the kitchen are not to be used as cutting boards. **Hot pans, pots and dishes cannot be put directly on the tables. Protection is required.**
- **Cooking: Cultural Arts Center -** Kitchen accommodations are not available in the Cultural Arts Center. Catering would be needed. The use of sterno type warmers is acceptable.
- **Special Requests** must be made in writing and approved by a representative of the City of Sanford Parks and Recreation Department.
- **City Equipment** including holiday decorations, wall hangings, plants and Civic Center or Monroe Hall kitchen appliances etc., may not be moved or removed for any reason. In addition, equipment including tables, chairs and their storage racks may not be taken outside.
- All items brought into the facility must be removed from the premises by the end of your scheduled contract time. Please notify your vendors of this policy. The City is not responsible for items left.
- The Civic Center courtyard, located on Seminole Boulevard is a public park and available to rent in addition to the Civic Center.
- Centennial Park is adjacent to the Bettye D. Smith Cultural Arts Center and is available to rent through the City of Sanford Parks Division (407.688.5103).

CITY OF SANFORD
PARKS & RECREATION DEPARTMENT

APPLICATION FOR USE OF
SANFORD CIVIC CENTER
BETTYE D. SMITH CULTURAL ARTS CENTER

TODAY'S DATE_____

Please review this contract carefully before signing. Any deviation from the conditions set forth by the renter, guests, photographer, DJ, caterer, etc. may result in additional fees or the forfeiture of your deposit.

FACILITY: BETTYE D. SMITH CULTURAL ARTS CENTER _____
CIVIC CENTER: ANNEX _____AUDITORIUM ____ENTIRE BUILDING _____

Organization/Person Responsible: _____

Address: _____
Street City State/Zip

Home Phone # _____ Work Phone # _____

Cell Phone # _____ Email Address: _____

Description of Event_____

Event Day/Date Requested: _____

Set- Up Date: _____ Set-Up Hours: From _____AM / PM to _____AM / PM

Event Date: _____ Event Hours: From _____AM / PM to _____AM / PM

Add'l Date: _____ Event Hours: From _____AM / PM to _____AM / PM

Clean-Up Date: _____Clean-Up Hours: From _____AM / PM to _____AM / PM

"Total Hours" includes Setup, Event & Clean- up Hours (Initial) _____

Anticipated number of participants and guests _____Attendance Prior (if applicable) _____

Will children under 21 years of age be in attendance? Yes_____No_____

If any, what types of alcoholic beverages will be served? Beer _____Wine _____Liquor ____Champagne_____

Will alcohol be sold? **Yes_____No_____If yes, a copy of the certificate of insurance including $1 million in liquor liability and naming the City of Sanford as additionally insured is required.** License # _____

Further, I grant permission to any and all foregoing to use my likeness during participation in this event without obligation or liability to me. **Yes_____ No_____**

I have read all six (6) pages of this rental agreement and agree to all rules and regulations set forth.

Signature: _____**Date:** _____

Print Name: _____**Staff Initials / Date** _____

CITY OF SANFORD
PARKS & RECREATION DEPARTMENT

HOLD HARMLESS INDEMNIFICATION AND SOUND LEVELS AGREEMENT

_____, hereinafter referred to as 'Vendor', agrees through the signing of this
(Insert Official Name of Vendor)
document by an authorized party, intending to be legally bound for themselves and their heirs, executors and administrators, covenants and agrees to Indemnify and Hold Harmless and defend the City of Sanford, the elected and appointed officials of the City of Sanford, the City Manager, department heads, division heads, supervisors, employees and volunteers for the City of Sanford of the foregoing, and their heirs, representatives, successors, executors, administrators and assigns from and against any and all suits and actions including attorney's fees and all costs of litigation and judgments, claims for damages or injuries, including death, to persons or property of whatever kind or character, whether real, personal or mixed, asserted or occurring from every name and description arising out of or incidental to the Vendor's activity at the City of Sanford, Florida, **(Describe Activity)**_____
whether or not due to or caused by the negligence of the City of Sanford, excluding only the sole negligence of the City of Sanford. This provision shall also pertain to any claims against the City of Sanford by any employee of Vendor or anyone directly or indirectly employed by Vendor.

Sound Levels and Live Music Rules & Regulations are defined as:

Singing, music, microphones, disc jockeys and use of audio of equipment of any kind. The sound level cannot be high enough so that it can be heard outside the building. If any city personnel or police officers determine the sound level is too loud, the event will be terminated immediately and there will be no refund.

This _____day of _____, 2026

_____ _____
Authorized Signature Print Name

CITY OF SANFORD
PARKS & RECREATION DEPARTMENT

SANFORD CIVIC CENTER
BETTYE D. SMITH CULTURAL ARTS CENTER

Frequently Asked Questions

Q. How far in advance can I book a rental facility?
A. Reservations may be placed up to 12 months in advance with approved application.

Q. What is the process for reserving a rental space?
A. All rentals are first come, first served with the exception of annual rentals, which have fifteen (15) days post event to reserve the facility for the following year. A $100.00 refundable deposit, per day is required for the either the Civic Center or the Cultural Arts Center.

Q. When can I make a reservation?
A. Reservations may be made in person Monday through Friday between the hours of 8:00 AM and 4:30 PM at the Senior Center, located at 401 E. Seminole Blvd. Sanford, FL. 32771.

Q. How late can I stay?
A. Your event must end and all of the guests/caters/DJ's, vendors, etc. must vacate the premises by the end of your rental period. We do not rent past 1 AM at the Civic Center and 10 PM at the Cultural Arts Center.

Q. What if we stay later than our rental period?
A. Any additional hours must be approved and will be charged at the hourly rate plus associated fees.

Q. Will I receive a refund if we leave early?
A. No. You must plan your event as accurately as possible.

Q. Are tables and chairs available?
A. Yes, tables and chairs are available for use inside of the building only and are included in the rental fee.

Description	Quantity	Description	Quantity
Sanford Civic Center		**Cultural Arts Center**	
Chairs	350	Chairs	75
Eight foot(8') banquet tables (seats 8)	65	Six foot (6') banquet tables	20
Ten foot (72") round tables (seats 10)	35		

Q. Are there any restrictions?
A. Decorations within reason are allowed and must be approved by the supervisor of the Civic Center and Cultural Arts Center. You may only decorate the area you have rented. It is the lessee's responsibility to remove all decorations immediately after your event. You may not use tacks, nails, staples, etc. to attach decorations. Glitter and other confetti-like decorations are also not permitted. Please note that the rental facilities do not have storage space available for your decorations. Per City Fire code, open flames are not allowed.

Q. Can I choose my own caterer or vendors?

A. You may use any caterer of your choosing or do it yourself. The caterers and vendors that you hire are under the same time frame as the lessee and cannot enter before or after those hours. Please take this into consideration when determining the hours you will need. The lessee is responsible for any damage to the building done by the caterer, vendors or contractors.

Q. Can I come anytime to view the buildings with my caterer or florist?

A. Viewing the building outside of your requested rental hours is by appointment only. To schedule an appointment please call 407.688.5129 Monday-Friday 8:00 AM - 4:30 PM.

Q. When can I have items delivered from my caterer, florist, DJ, etc.?

A. Caterers and vendors need to be scheduled according to the times on the contract.

Q. Can I sell or provide alcohol during the event?

A. If alcohol is served a Florida Liquor License, insurance and additional security must be obtained. The use of alcohol directly or indirectly requires the hiring of at least one Sanford Off-Duty Police Officer. This must be approved by the City and meet all state required guidelines. All questions concerning the use of alcohol at your event should be directed to the State of Florida Department of Business and Professional Regulations (DBPR).

Q. Can I have a live band or DJ?

A. Yes. However please note that the City does have a noise ordinance which takes effect at MIDNIGHT for the Civic Center/Monroe Hall and 10 PM for the Cultural Arts Center. Please respect that the Cultural Arts Center in a residential area and keep noise levels outside of the building to a minimum at all times. Please have the exterior doors closed and contain the sound within the building.

Q. Where can my guests park?

A. The **Civic Center** parking lot will be available to your guests. Please be aware that other functions may be occurring in the area and the amount of spaces available to your party cannot be guaranteed. Additional parking is available along Sanford Avenue and Seminole Boulevard. A public parking lot is also available and is located on the northwest corner of 1st Street and Sanford Avenue.

A. The **Cultural Arts Center** parking lot is shared with Central Baptist Church. Please be aware that other functions may be occurring in the area and the amount of spaces available to your party cannot be guaranteed. Additional parking is available along 5th Street and Oak Avenue.

Q. What needs to be done to clean up after my event?

A. At the end of your event please make sure the following has been completed:

Civic Center:

- Kitchen sinks, counters and walls are to be wiped down and cleared of all debris.
- Spills inside the ovens, stove and/or refrigerator are cleaned up.
- Tables and chairs must be cleared of all debris.
- Please do not pour grease into the sink. All grease is to be placed in an appropriate container and placed in the dumpster outside the kitchen.
- All trash must be bagged and placed in the dumpster.
- All decorations must be removed.

Bettye D. Smith Cultural Arts Center

- Tables and chairs must be cleared of all debris.
- All trash must be bagged and placed in the dumpster.
- All decorations must be removed.

Q. Will I be given a key to the facility?

A. Keys are not provided to clients. Staff will provide access for you and your guests. The City of Sanford requires that a City employee be on premises any time anyone is in the building. City staff will only be scheduled to work during the hours of the rental.