Centralia Parks and Recreation Department

East Annex Rental Policies

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| **# Hours** | **Fee** | **Deposits and Fees** | **Note** |
| 1-6 Hours  Entry to Exit | $250.00 | * Retainer Fee $50% * Damage Fee $100.00 | Same day entry & exit |
| 7-12 Hours  Entry to Exit | $400.00 | * Retainer Fee $50% * Damage Fee $100.00 | Same day entry & exit |
| 24 Hours  Entry to Exit | $600.00 | * Retainer Fee $50% * Damage Fee $250.00 | Same day entry & exit |
| Wedding  Option A | $1000.00 | * Retainer Fee $50% * Damage Fee $250.00 | Entry Friday @ 9:00 a.m.  Exit Sunday @ 11:00 a.m. |
| Wedding  Option B | $1,200.00 | * Retainer Fee $50% * Damage Fee $250.00 | Entry Thursday @ 5:00 p.m.  Exit Sunday @ 11:00 a.m. |

* **All Rentals include use of Tables, Chairs and Kitchen.**
* **A Swipe card for door access will be issued the day prior to rental a fee of $25.00 will be assessed against the damage deposit if the card is not returned by the Monday following the rental.**
* **Retainer Fee Due at reservation, pays 50% of Rental. Remaining 50% due 14 days prior to rental date.**
* **Damage Deposit due 14 days prior to rental. The Park Department will hold this check until after inspection. The leasing party is responsible for any damages exceeding the amount of the damage deposit. Failure to vacate the facility by the assigned time will result in forfeiture of the damage deposit.**
* **Post event cleaning is included in the price.**
* **All alcohol must remain in the building.**
* **Any activity serving Alcohol requires a City of Centralia issued permit at a cost of $15.00**
* **Any Activity Selling Alcohol will require a State of Missouri Issued Liquor License.**
* **Pricing for Multi-Day Events Available**
* **Leasing options available**
* **Entry and Exit times are to be observed.**
* **All personal items are to be removed from the building within the prescribed time frame.**

**Volleyball / Basketball Practice Fee**

**$80.00 per 1 ½ Hours – Balls not included.**

**Time is entry to exit – unscheduled additional time will be $20.00 per half hour.**

**Additional time may be purchased at $20.00 per half hour and must be pre-paid and arranged. The leasing party is responsible for any damages.**