

# Town of Jupiter Recreation

# Facility Rentals

*Your special event. A special Jupiter venue.*

Three unique facilities to accommodate every kind of event...



*Civic Center*



*Old Town Hall*



*Community Center*

## Venues

The Town of Jupiter has three municipal facilities available to the community for meetings, leisure activities, celebrations and special occasions! The Community Center, Civic Center and Old Town Hall are very different, each with its own set of amenities. The rental policies and fees for each facility are also different.

Which best suits your event? This brochure will help answer this question. Next, you may want to see it, or get more information about policies and rental fees. Everything you need to know about renting one of the Town's facilities is online at [www.jupiter.fl.us/Recreation](http://www.jupiter.fl.us/Recreation), and you can always call or drop by the Community Center to discuss your needs or get more information.

Jupiter Community Center • 200 Military Trail, Jupiter, FL 33458  
p: 561-741-2400 • f: 561-741-2406

**[www.jupiter.fl.us/Recreation](http://www.jupiter.fl.us/Recreation)**

# CIVIC CENTER

351 Old A1A, Jupiter

The Civic Center, at the northeast end of Carlin Park on A-1-A, is a great place for weddings, receptions, birthday parties, picnics, family reunions and employee picnics. This unique, rustic facility is a real Jupiter treasure. The Civic Center's relaxed, old-Florida character lends itself perfectly to any informal occasion. And it's on the beach! Dates book quickly, so make your plans early.

**Who can rent the Civic Center?** The Civic Center is rented to incorporated Jupiter business owners. You may have a Jupiter business sponsor your event. The business owner will sign all legal documents and assume liability for the property.

## Amenities

- Beach access.
- Fee includes tables and chairs for 100.
- Refrigerator, freezer, stove, oven, commercial ice machine.
- Six ceiling fans. No air conditioning.
- Restrooms.

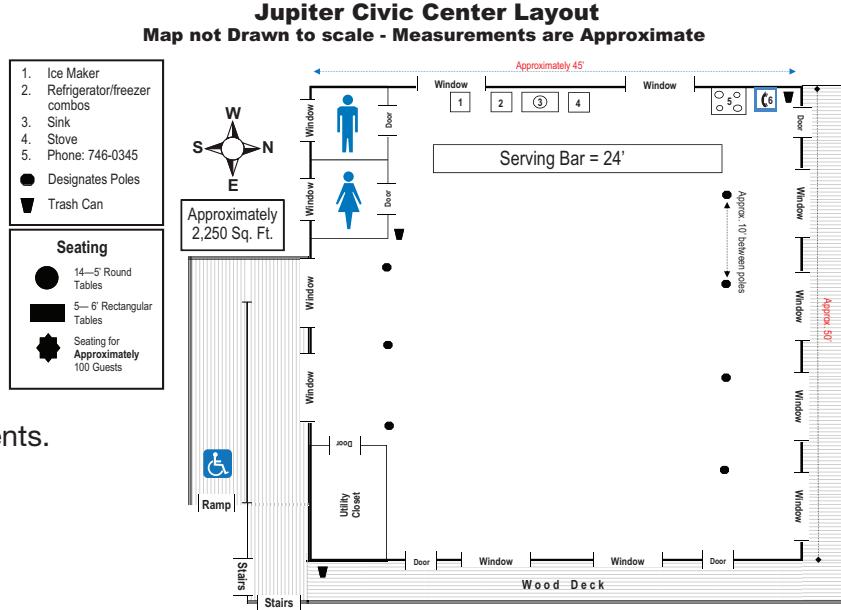
## Important Note

- The boardwalk to the Civic Center and the parking area is open to the public for beach access, and will remain open during all events.

## Fees

Friday, Saturday or Sunday \$375 plus tax.

Weekdays \$250 plus tax.



## Rental Hours

- 9 a.m. - 12 midnight (clean-up until 1 a.m.).
- Reservations must be done in person. Dates will not be held without payment and completed lease.

# OLD TOWN HALL

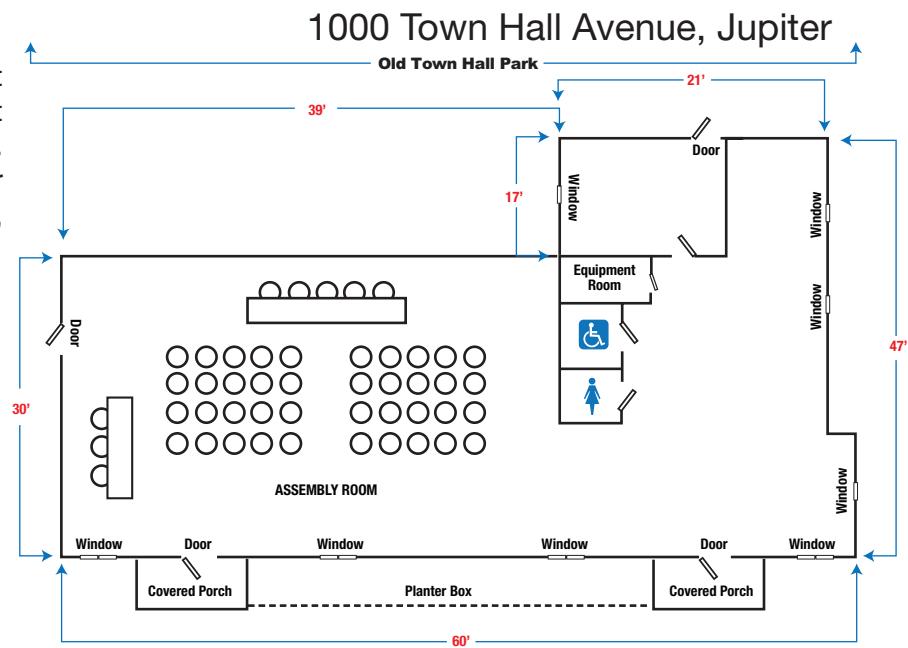
This historic building is located in a quiet neighborhood park north of Center Street. It was once Jupiter's Town Hall and public library. Recently renovated, it is ideal for meetings or small serene parties of 50 or less (memorials, childrens' birthday parties, baby showers, etc.).

## Who can rent the Old Town Hall?

Old Town Hall is available to HOA's, chartered civic groups, non-profit organizations, residents and businesses in the Town of Jupiter.

## Amenities

- There is no kitchen; food, however, is permitted on a limited basis.
- Fee includes five 7' tables and 50 chairs.
- Restrooms/AC.



## Event Fees

Jupiter public schools and government agencies may use Old Town Hall at no charge. Civic groups, non-profits, residents and businesses each pay a different rate, from \$10 an hour for civic groups to \$25 an hour for businesses. Time billed includes renter's set up and clean up time.

## Rental Hours

- Monday - Sunday 9 a.m. - 9 p.m.



Amenity	Civic Center	Old Town Hall	Community Center
Beach Access	Yes	No	No
Air Conditioning	No	Yes	Yes
Self Set Up	Required	Required	Not Available
Catering Facilities	Very Limited	No	Yes
Restroom Facilities	Yes	Yes	Yes
Ice Maker	Yes	No	Yes
Rental Per Hour/Day	Day	Hour	Hour
Projection Screen	No	No	Yes
Microphone/Podium	No	No	Yes
Tables	Yes	4-5	Yes
Chairs	90-100	50	Yes
Atmosphere	Very Casual	Casual	Formal
Park Access	Nearby	Yes	Nearby
Oven	Yes	No	Yes
Kitchen Sink	Yes	No	Yes
Max Capacity	100	50	Varies
Dance Floor	No	No	Yes
Stage	No	No	Yes
Overtime Fees	No	No	Yes
Alcohol Permitted	Yes	Yes	Yes
Refrigerator	Yes	No	Yes
Freezer	Yes	No	Yes
Ceiling Fans	Yes	No	No
Security Deposit	\$400	Varies	Varies
Online Reservations	No	No	No
Projector	No	No	No
Public WiFi Access	No	No	Yes
Showers	Yes (outdoor beach shower)	No	Yes (locker room showers)
Max # Theater Seating	100	50	500
Max # Banquet Seating	100	N/A	300



**Civic Center**



**Old Town Hall**



**Community Center**

## FACILITY RENTAL GUIDELINES

- Reservation applications are accepted up to one year in advance (Civic Center exception).
- Groups meeting monthly may apply for the entire year, but will have to pay in advance for all dates reserved.
- Fundraisers must be approved and sponsored by 501(c)3 organization.
- The sale of merchandise or services is not permitted on Town property, which means any ticket sales must be held prior to an event.
- By making Town facilities available to the community, it is not the intention of the Town for their use to be for religious purposes or monetary gain other than for non-profit or civic causes.
- Alcohol policy: Alcohol is permitted at all facilities.
- Groups and individuals are limited to 2 rentals per month across all locations.

## RESERVATIONS: THE BASIC STEPS

1. Find the venue that suits the requirements of your event... the number of attendees, budget, nature of your event, etc.
2. Tour the venue.
3. Review the use policies, rental fees, and reservation/payment instructions for the facility you've selected. Fees and policies are different for each of the three facilities. This information is online at [www.jupiter.fl.us/Recreation](http://www.jupiter.fl.us/Recreation).
4. Submit the reservation application for the facility, or the HOA Meeting Reservation Application. Application forms are all available online.
5. Your reservation will be confirmed when you have paid in full for the rental.

For help during the reservation process, please contact Facility Rentals, Jupiter Recreation:

    Bonnie Caroline, Community Center Supervisor • [bonniec@jupiter.fl.us](mailto:bonniec@jupiter.fl.us), 561-741-2314

    Jupiter Community Center • 200 Military Trail, Jupiter, FL 33458 • [www.jupiter.fl.us/Recreation](http://www.jupiter.fl.us/Recreation) • 561-741-2400

# JUPITER COMMUNITY CENTER AUDITORIUM 200 Military Trail, Jupiter

The Community Center Auditorium is a more formal venue than the Civic Center or Old Town Hall. Its elegance makes it suitable for events and business meetings that might be held in a banquet hall or hotel meeting room.

**Who can rent the Community Center?** Jupiter residents, businesses, government agencies, public schools, chartered civic groups and non-profit organizations are eligible to rent space in this premier facility. Organizations or individuals outside the town's boundaries may be sponsored by a resident or Jupiter-based organization.

## Amenities

- Full auditorium seats 500 theater style or 300 banquet style (approximately 4500 sq. ft.).
- Heavy dividers can separate the auditorium into 3 spaces with independent entrances, sound systems, A/C, and lighting.
- Stage has a fixed screen with computer/DVD/VCR hook up. Groups will need to provide their own projectors/laptops.
- Fee includes tables (6' round, 7' and 5' rectangular) and 500 cushioned chairs.
- Catering kitchen includes commercial ice machine, walk-in refrigerator and heating ovens. There is an additional charge to use the kitchen.
- One small conference room with seating for 6 is available at no charge.

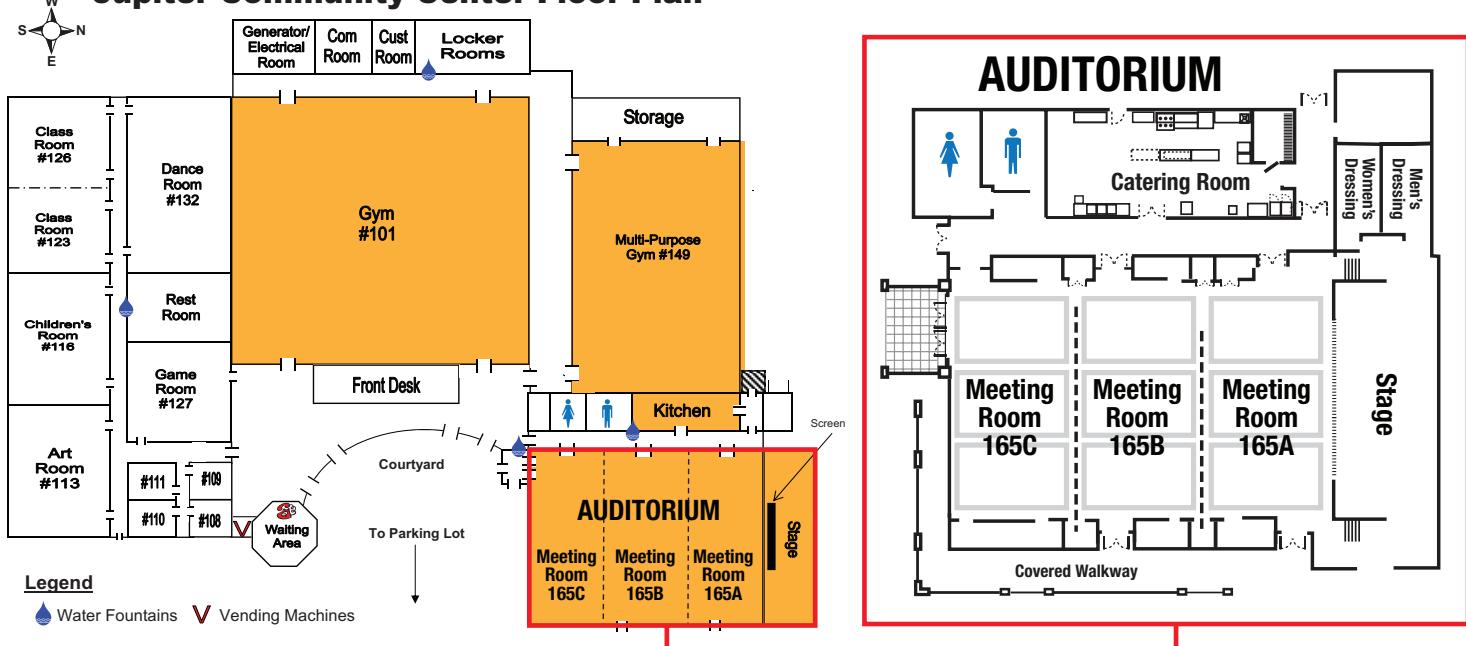
## Event Fees

Jupiter public schools and government agencies may use the Community Center Monday-Friday at no charge. Civic groups, non-profits, residents and businesses each pay a different hourly rate. Rates for the different spaces also vary. The auditorium is divided into rooms/sections (165A, 165B and 165C). Section 165A includes the stage. Fees vary depending on the amount of sections/rooms needed for your event. When determining your rental costs, please note that there are fees in addition to the hourly rental fee, including room set up, kitchen access, and dance floor. When an event runs outside the Center's normal operating hours, staff overtime charges will apply, including decorating and clean up time. Since the facility is booked on a first come - first served basis, the first step in renting the facility is to submit the request application. Applications are date/time stamped which helps to ensure you have first pick of dates/times. Applications can be found online at [www.jupiter.fl.us/recreation](http://www.jupiter.fl.us/recreation) (click on "Facility Rentals").

## Rental Days/Hours

The Community Center is available to Jupiter residents and businesses on Friday, Saturday and Sunday. Monday through Thursday rentals must be approved by the Town of Jupiter staff. The Community Center's hours are weekdays, 8 a.m. - 10 p.m. and Saturday, 8 a.m. - 5 p.m. The Center is closed on Sunday.

## Jupiter Community Center Floor Plan



*It Starts In Parks!*