



**PALM BEACH COUNTY PBA MANAGEMENT  
BANQUET RENTAL HALL  
FOR RATES AND OTHER INFORMATION**

EMAIL KRISTEN@PBCPBA.ORG FOR MORE INFO

**Frequently Asked Questions**

**What is the size of your room?**

60 x 60= 3,600 square feet  
13ft height from floor to ceiling  
15ft x 15ft dance floor 72" Round Tables, 8ft long rectangle tables

**What is included with in the rental price?**

Chairs and Tables , Set-up and Breakdown, Dance floor. Police Officer  
or bartender/staff member when applicable.

**\$500 (Cash only)** down payment to hold your date goes towards the total amount due.

**How many people can be seated?**

150 comfortably. Round tables seat 8 people per table comfortably, but can accommodate up to 10 per table.

**Can I come in the day before to decorate?**

NO, we have other events that go on and we want to give everyone their full rental time without interruption.

On the day of the event, the facility will be opened no earlier than 11:00 am. Once opened, you will be responsible for the security of the building until closing time. This means that there is always someone that needs to stay during the hours of the rental. There is a **\$50.00 fee** for each response by management after the initial opening.

*\*If your event is during normal business hours, you cannot set up in the lobby until the office has closed.*

**Can I leave my things and pick them up the next day?**

NO, the premises and everything you brought must be vacated by **12:00 a.m. Sundays 8:00pm.**

**When is my final balance due?**

Full payment is due two weeks prior to your event date.

**Which payment methods do you accept?**

Cash or check. A \$40 fee will be charged if check is returned. Cash or Money order if check is returned for insufficient funds.

**When is the refundable security deposit returned?**

A \$500.00 security deposit will be returned within 14 days if NO DAMAGE OCCURS and the premises in were left in good order and condition as stated in your contract. The rules are stated in the kitchen above the sink of how everything is to be left.

**Am I allowed to sell alcohol?**

**NO** alcoholic beverages will be permitted to be sold at any event including charities or non-profits.

You are responsible for bringing the alcohol you want to be served along with any glassware/plastic ware for the alcohol to be served in. We have the tools to open any alcohol product.

***\*Kegs and B.Y.O.B. are prohibited.***

**Do I need bartenders/staff members? What if I'm not serving alcohol?**

Yes, a bartender is required if there is alcohol being served. Bartenders/staff members are required for a 5 hour event. If over 100 in attendance, 2 bartenders/staff members are required.

**Bartender/Staff Member Fee-** is **\$175.00** for **5 hours of service**. (\$100.00 for any additional hour)

**Police Officer** is **\$87.00 per hour**. (Service is from the start of your event until your event ends)

\*Police Officers are required for any events involving under age adults and non-members.

*\*If there is alcohol to be served and the majority of the people using the premises will be minors then the Renter/member shall employ an off duty police officer along with a bartender as well.*

**When do I pay the bar tenders or police officer?**

Two weeks prior to the event.

**What if I know someone who is a member, can they rent the facility for me?**

Members are only allowed 1 rental per year. **NO SUBLEASING** is permitted under any circumstances.

**Do I and/or my caterer have full use of the kitchen?**

You have access to the microwave, 1 refrigerator, sinks and a hot box (trays in the hot box are to be cleaned if they are used). **The stove or oven cannot be used under any circumstances.**

**What if my caterer does not clean the kitchen after use?**

You will be subject to forfeiture of your deposit.

**What if something is damaged?**

Please report any damage as soon as possible. Failure to report damage could result in full forfeiture of your entire deposit.

**What do I do with the garbage after my event?**

All garbage should be tied in bags and placed in the black garbage bin and taken to the dumpster. Garbage collection bin will be in the kitchen/garage on the day of the event. If the dumpster is full, then you can place additional garbage in the garage. *\*No loose garbage in any garbage cans at any time.*

**Can I use real candles as part of my decorations?**

NO open flames are permitted in the building. Battery candles are acceptable.

**Can I place anything on the walls or ceiling?**

**NOTHING** is to be placed on the walls, windows, doors, floors, or bar. No adhesives, nails or tacks of any kind are permitted.

**What kind of decorations are or are not permitted?**

**No glitter, tacks, nails, tape, confetti, staples, hay may be used anywhere in the building. If we have found that you have used such items, you will be subject to forfeiture of your deposit. No adhesive appliques on floors!!!**

**I HAVE READ AND AGREED TO THE ABOVE.**

\_\_\_\_\_ Name Date  
Witness Date