

Dr. Carrie D. Robinson COMMUNITY CENTER



Dr. Carrie D. Robinson

"We believe this facility will serve as the mecca of this community for many years to come."

*Marcus D. Goodson
Executive Director,
HACFM*

Dr. Carrie D. Robinson was a woman who represented all the endearing qualities of a leader. Intelligence, strength, wisdom, love, dedication and loyalty to her family, friends and community were her credos. The youngest of three children, Dr. Robinson received her early education in the Alachua public school system, her Bachelor of Science degree and Masters of Arts degree from Florida Agricultural and Mechanical University and her Doctorate degree from Nova Southeastern University.

Dr. Carrie Robinson was an Educator in the Lee County School District for more than thirty-five years. Her tenure in Lee County as a Teacher, Guidance Counselor and Assistant Principal included Franklin Park, Michigan and J. Colin English Elementary Schools. She was also the Principal at Bayshore Elementary and the Dr. Carrie D. Robinson Littleton Elementary School.

She extended her duty to mankind far beyond the hallowed halls of education. She was an active member of the Woman's Army Corps, Fort Myers Housing Authority Association, the Lee County Children's Home, the American Lung Association, Phi Delta Kappa, the National Association of School Administrators, the Lee County Planning Board, Daughter of Isis and the Order of the Eastern Star, to name just a few. Dr. Robinson was the wife of the late Mr. Eugene Robinson and the proud parent of two daughters, Eugenia and Yona.

The Housing Authority of the City of Fort Myers has dedicated their recently renovated community center in honor of Dr. Carrie D. Robinson's lifetime of achievements and contributions to the local community. The Dr. Carrie D. Robinson Community Center, located on Edison Avenue, was dedicated on March 26, 2010.



The Dr. Carrie D Robinson Center is owned and operated by the Housing Authority of the City of Fort Myers.

Dr. Carrie D. Robinson COMMUNITY CENTER



GRAND OPENING RATE SHEET

Thank you for considering the Dr. Carrie D. Robinson Community Center for your upcoming event. When contracting the Center, you will receive the following:

- Use of the contracted space for your event
- An on-site Event Manager
- Basic lighting and power for your caterer and entertainment
- Free parking for your guests

WEEKEND / HOLIDAY RATES

SPACE	FOUR HOURS	EIGHT HOURS	12 HOURS	ADDITIONAL HOURS
Main Room	\$275.00	\$675.00	\$900.00	\$100.00
Meeting Room	\$125.00	\$225.00	\$350.00	\$100.00
Conference Room	\$75.00	\$75.00	\$125.00	N/A
All Facility Rooms	\$350.00	\$850.00	\$1000.00	\$100.00

MONDAY - THURSDAY

SPACE	FOUR HOURS	EIGHT HOURS	12 HOURS	ADDITIONAL HOURS
Main Room	\$150.00	\$225.00	\$350.00	\$100.00
Meeting Room	\$100.00	\$150.00	\$200.00	\$100.00
Conference Room	\$75.00	\$75.00	\$100.00	N/A
All Facility Rooms	\$200.00	\$400.00	\$550.00	\$100.00

ADDITIONAL FEES	
Kitchen Usage	\$100.00
Event Attendant / Custodian /Security	\$18.00 per hour
Upgraded Electric Fee	\$50.00
Audio Visual Equipment	Based on event requirements, call for pricing
Misc. Event Equipment & Decorations	Based on event requirements, call for pricing
Bartender Fee	TBD

BOOKING DEPOSIT

A \$500.00 booking deposit is required to hold space for all events. The deposit will be applied to the final cost of the event. Courtesy holds will only be done for a limited time or until the date is challenged by another client.

DAMAGE DEPOSIT

A \$500.00 refundable damage deposit is required for all events. The deposit will be fully refunded if all Center Rules and Regulations are adhered to and no damage has occurred to the Center.

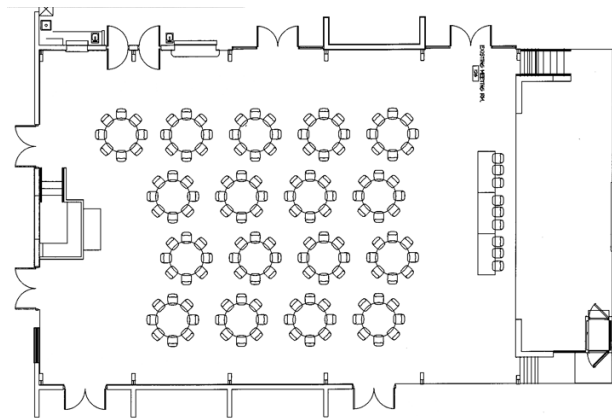


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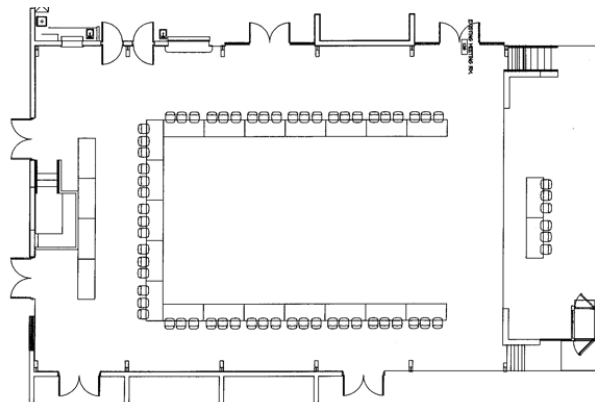
Banquet: Main Hall

Maximum Capacity: 144
Number of Tables: 17
Number of Seats: 136
Registration Tables: 2
Head Tables: 3
Microphone



Meeting: Main Hall (U-Shaped)

Maximum Capacity: 60
Number of Tables: 19
Number of Seats: 57
Registration Tables: 4
Head Tables: 2
Microphone



Meeting: Main Hall (Classroom)

Maximum Capacity: 105

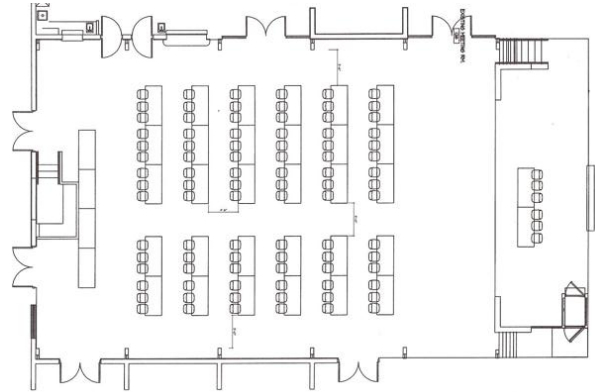
Number of Tables: 30

Number of Seats: 90

Registration Tables: 4

Head Tables: 2

Microphone



There are many different configurations that can be used to customize your event layout. The Center owns many tables and chairs that can be set up classroom, theatre and meeting style. Additionally, many set-ups exist for weddings, receptions and other events. Maximum capacity for the Center varies on the room layout.

Please speak with our Event Manager for more detail on how to best utilize the Dr. Carrie D. Robinson Center for your next special event.

Dr. Carrie D. Robinson COMMUNITY CENTER



RULES AND REGULATIONS

GENERAL

The Renter shall agree to abide by all rules and regulations of the Dr. Carrie D. Robinson Community Center as specified below. The Dr. Carrie D. Robinson Community Center reserves the right to refuse the use of the property to individuals or groups whose mission or event is incompatible with that of Dr. Carrie D. Robinson Community Center and/or the Housing Authority of the City of Fort Myers and/or the neighboring residential community.

CATERING & KITCHEN USAGE

The Center's Event Manager will provide a list of approved, licensed and insured caterers for you to select from. No other caterers are permitted on the property in order to ensure compliance with health, safety and service standards unless approved by the Event Manager in advance. Exceptions will be made on a case by case basis for family type functions however a kitchen usage fee will apply as will a larger damage deposit to ensure all equipment is returned in proper working order. An inventory will be done at the beginning and end of the event. Replacement costs will apply for all missing or damaged items.

Caterers are responsible for trash removal and supplying all materials necessary, i.e., garbage cans, liners, cleaning supplies, mops, extension cords, dishes, serving ware, utensils, etc. for proper and sanitary service. Clean up after an event is required and is the complete responsibility of the renter. Failure to return the Center in the condition in which it was received will result in the loss of the renters damage deposit. Large trash bins are available for reasonable trash loads behind the Center and can be accessed through the rear doors. An

additional trash removal fee may be assessed in the event of excessive trash that requires additional dumpster pulls.

If alcoholic beverages are to be served, Renter shall make certain that the subcontractors have appropriate State of Florida licenses/permits to dispense alcoholic beverages, copies of which must be submitted to the Center's Event Manager 14 days prior to the event. The Dr. Carrie D. Robinson Community Center reserves the right to serve alcohol exclusively on the property through a licensed and insured provider.

All bars serving alcoholic beverages must close a minimum of 20 minutes prior to the scheduled event ending time. Caterers are prohibited by Florida law from serving alcoholic beverages to persons under 21 years of age or to anyone who appears to be intoxicated.

DELIVERIES AND SECURITY

The Center is not responsible for items left in the facility after the event.

Deliveries must be accepted and signed for by the Renter or his/her designee and are not the responsibility of the Center's staff. The Center is not responsible for deliveries, pick-ups or storage. All deliveries in advance of the event-contracted time must be pre-approved by the Event Manager, which will be decided based on space availability.

The Event Manager may require an event to have licensed security guards. Costs for security will be the responsibility of the Renter. The Center is not responsible for the protection or storage of event items. A cost estimate will be provided if security will be required for an event.

DEPOSITS AND PAYMENT SCHEDULES

A \$500.00 rental deposit and signed contract is due ten (10) days after a date is requested to be held for a specific event. If the deposit is not received within ten (10) days, the reservation will automatically be removed from the booking calendar without notification.

The payment balance, including all upgrades and service requests and a \$500.00 refundable damage deposit is due 10 days prior to the event date and must be accompanied by a

completed Vendor Application that provides all vendors/subcontractors names, telephone, e-mails and fax numbers, as well as set-up and tear down schedules.

To receive a full refund of the deposit, a written cancellation request must be made 6 months (180 days) or more from the contracted event date. Any cancellation request made 179 days or less prior to the event will result in no refund. The Center reserves the right to handle extreme situations on a case-by-case basis.

Request for rental hour changes and/or extensions must be submitted to the Center's Event Manager no later than 7 days before the event so that staff can be scheduled in advance.

The person(s) signing the Rental Agreement assumes responsibility for the conduct of all persons at the event as well as all financial responsibility for payment of fees and coverage of any and all damage or loss of the Center's property occurring as a result of, or during the event, and for any personal injury which may occur during, or as a result of, the event or use of the Center.

EVENT EQUIPMENT

Furnishings and equipment located within the Center must not be moved or removed without approval of the Event Manager. Center staff will move any pre-approved objects in advance of the event.

Renter must provide the Event Manager all set-up locations for catering, bars, entertainment, etc. at least two weeks prior to the event. Certain areas are designated for these types of services and will be discussed with the renter during the planning process. Set-up and delivery access to the property is located at the rear and West side of the Center. Vendor access through the front entrance will not be permitted.

To ensure the pristine condition of the Center, no nails, staples, tacks or glue are to be used to secure any decorations to the ceiling, walls and doors.

Moving of event equipment during the event is strictly prohibited for safety reasons.

EXCLUSIVE PROVIDERS AND VENDORS

It should be clearly understood that the duty of the Center's Event Manager is to be concerned with the safety, security and maintenance of the property. The Center's event staff shall be present to supervise the facility during the event and to inspect and secure the property after the event. The Renter, their caterers and vendors must be willing to work closely and cooperatively with the Center's event staff. The caterer must provide enough staff to service the event, including set-up, breakdown and clean up within the designated time provided by the contract.

The Center's Event Manager must be informed prior to the event of all outside contractors and vendors secured by the renter by submitting the Vendor Application 10 days in advance of the event. Vendor employees will be expected to display courteous, professional behavior at all times. Dress must be appropriate during scheduled event times.

Renter is responsible for all actions of event vendors including but not limited to: entertainers, florists, caterers, equipment rental companies, photographers and disk jockeys. It is the Renter's responsibility to ensure that the vendors are aware of and abide by the Center's Rules and Regulations while working at the Center.

Renter is responsible for ensuring that vendors provide sufficient extension cords, electric distribution panels, etc. to cover the event's electrical needs. Failure to notify the Event Manager of electrical requirements may result in inadequate power or power failure and the Center shall not be responsible for any resulting loss. Power availability is limited and restricted in some areas; please consult with the Event Manager for approved locations and amperage capabilities.

All trash, garbage debris, and decorations must be bagged and/or removed from the event site at the conclusion of the event. Trash removal to the Center's dumpster is the responsibility of the Renter and/or caterer. A substantial charge shall be incurred if debris is not removed to the designated area. A cleaning fee will be deducted from the damage deposit if additional unplanned cleaning is necessary by Center staff.

Music must conclude and lights must be brought up to halfway at least 15 minutes prior to the events scheduled ending time.

All rental equipment must be removed from the property immediately following the event ending time unless other arrangements have been made in advance with the Event Manager.

VENDOR PARKING

All vendors may use the rear and West service entrance to unload and load event equipment and items. Vendors will not be permitted to load vehicles or breakdown until the conclusion of the event. Center parking is limited so all vendors will be asked to park in the grassy area in the rear of the Center by the roll-up door no less than 45 minutes prior to guests scheduled arrival time.

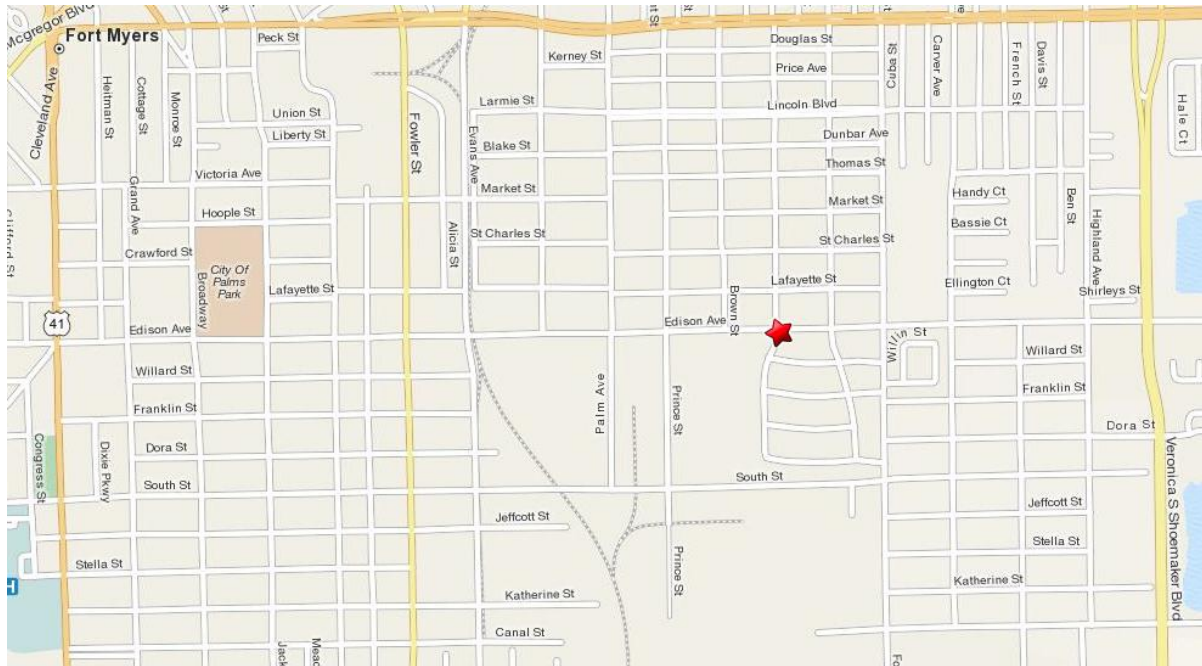
RESTRICTIONS

No open flame is allowed in or around the Dr. Carrie D. Robinson Community Center, including torches and sparklers.

Only flower petals may be used during reception events at the Center. No rice, glitter or confetti is permitted anywhere on the property.

Only service animals for persons with disabilities are permitted on the property. Renters may request family pets participate in wedding services; however, pets must be taken off property immediately following the service.

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