

# HBA Event Rental

Home Builders Association of Metro Orlando • 544 Mayo Avenue • Maitland • Florida • 32751

Business Events

Wedding Receptions

Private Parties

Event Planners  
Available



Hablamos Español

**HBA** HOME BUILDERS ASSOCIATION  
METRO ORLANDO  
*Home Builders Are Community Builders*

## Business

HBA of Metro Orlando is the perfect location for Orlando business meetings. Whatever your format - be it lecture, teleconference, classroom, boardroom, seminars etc. – your attendees will be comfortable and attentive so that your meeting is both productive and successful.



## Private Parties

From baby showers to birthday parties, bar and bat mitzvahs to anniversaries, to holiday celebrations. Whether it's traditional or unusual, our facilities can be tailored to your needs.

## Wedding Receptions

Create a truly memorable affair! With elegant surroundings, HBA of Metro Orlando is the perfect backdrop for the wedding you imagined. Transform our well-designed Great Hall into the setting of your dreams!

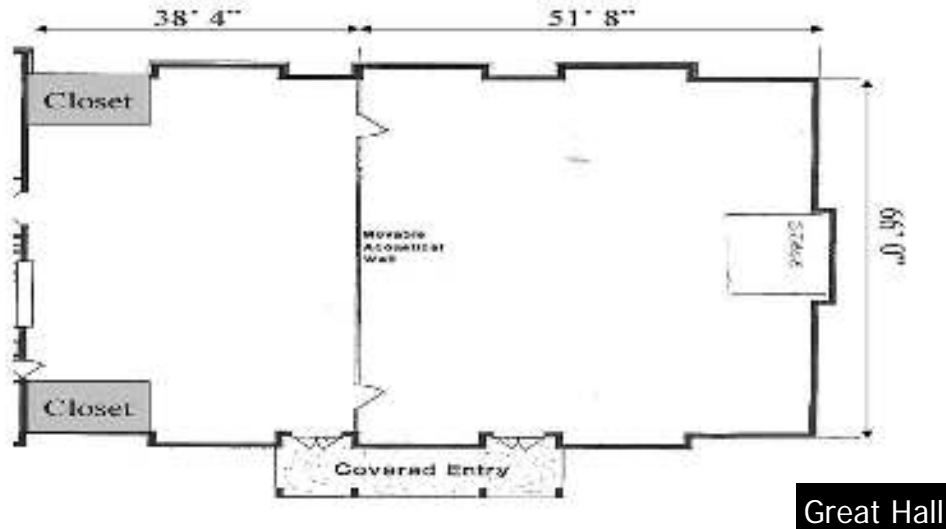


**Home Builders Association of Metro Orlando**  
544 Mayo Avenue • Maitland • Florida • 32751  
(407) 629-9242 x113 • [Andi@HBAofMetroOrlando.com](mailto:Andi@HBAofMetroOrlando.com)

## Event Facilities

Our **Executive Board Room** features a large u-shaped table seating up to 45 comfortably in large leather armchairs.

Our nearly 6,000 sq. ft. **Great Hall**, can accommodate up to 390 guests.



Industrial sized **Kitchen** is also available to rent for your catering needs.

## Equipment available

The following equipment is offered for complimentary use during your rental period. Please specify equipment that you will need on your Facility Use Contract. This is a proposed list of equipment and some items may be subject to change.

- 300 Banquet chairs
- 20 Round Tables – 10 seat
- 50 6' Rectangular Tables
- 1 Screen
- 1 Podium

**A/V equipment rental**  
including projector, screen  
and sound system available  
for an additional fee

**Beverage service available—Business meetings only**

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# Frequently Asked Questions

## ***How far in advance can I book a rental?***

The HBA (Home Builders Association of Metro Orlando) is currently booking 12 months in advance. The hall is open to look at Monday thru Friday from 9:00am to 3:00pm. You can make an appointment to come in and look at the hall by calling 407-629-9242. Appointments are required to insure that the hall is available to look at and not in use.

## ***Are my rates subject to change once I've signed a contract?***

Because we are only booking 12 months in advance, the rates will not be increased.

## ***What is the process for reserving rental space?***

All rentals are first come, first served. You must come into the HBA office to reserve the hall. One-half of the Rental Fee and a signed Facility Use Contract will secure your date. Please call between 9am –3pm, Monday thru Friday to make an appointment to reserve the hall.

## ***Can you pencil me in for a rental?***

Courtesy holds may be accepted and held for a maximum of seven (7) working days. At the end of the seven days, if no contract is signed, the courtesy hold will expire. Customers with courtesy holds will not be contacted to notify of expiration of the courtesy hold.

## ***When are the rental fees due to be paid?***

Fifty percent (50%) of the rental fee together with a signed Facility Use Contract will secure the event date. Sales tax is not collected on the rental fee at this time unless the reservation is made within thirty (30) days of the event date; in which case the total rental fee, sales tax, security office fee and damage deposit would be due.

The rental fee balance and the damage deposit are due thirty (30) days prior to the event. Sales tax (6.5%) will be collected at this time.

The HBA reserves the right to cancel the Facility Use Contract if the rental fee balance and damage deposit are not paid when due, thirty (30) days prior to the event date.

# Frequently Asked Questions

(Continued)

## ***What is your cancellation policy?***

Reservations are booked when the renter submits a signed Facility Use Contract and 50% of the rental fee is paid. Please read the schedule below to understand the percentage of the rental fee deposit that will be refunded if the booking is cancelled. ALL CANCELLATIONS MUST BE MADE IN WRITING.

<u>Time period before event date</u>	<u>Amount of deposit refunded</u>
9 months - 12 months	100% minus \$100.00 Administrative fee
6 months - 9 months	75%
0 months - 6 months	50%

## ***Is there a damage deposit in addition to my rental charge?***

Hall rentals require a \$1000.00 cash damage deposit due 30 days prior to the event date. The damage deposit will be returned within six (6) weeks following the event. Deductions may be made for damage, excessive cleaning, or time used beyond the contracted period.

## ***How late can I stay?***

Your event must end and all guests must vacate the premises by the end of your rental period. We do not rent past 11:00pm.

## ***What if we are having a great time and stay later than our rental period?***

An hourly rate of \$200 will be charged for any time you are in the building past your rental period. This amount will come directly out of your security deposit. Out of respect for our residential neighbors, we do not rent for events past 11:00pm.

## ***Will I receive a refund if we leave early?***

No. You must plan your event as accurately as possible.

## ***Can I use my own vendors?***

You may use your own vendors. The HBA does not have a list of Select Vendors that we require.

# Frequently Asked Questions

(Continued)

## ***Can I have items delivered, such as from my caterer, florist, DJ etc ahead of time?***

The building is in use everyday and we have no storage space available for early deliveries. All deliveries and setup must occur only during your allotted rental period. You may call the HBA to see if special arrangements may be made for early delivery if no other arrangements can be made. Please remember that everything that you bring in for your event must be taken out of the hall at the end of your event.

## ***Can I come anytime to view the building, meet my caterer or florist etc.?***

The building may be visited Monday thru Friday, 9:00am to 3:00pm. Please call the office before arriving to make sure the room is available to see. It may be in use.

## ***Can I have a live DJ or band?***

Yes. Please keep the exterior side doors closed during the playing of any music. Also, please respect that the hall is in a residential area and keep noise levels outside of the building to a minimum at all times.

## ***Can my flower girl throw rose petals?***

No throwing of rice, flower petals, birdseed, sparklers or butterflies inside the building. You may throw outside the building: biodegradable rice, bubbles and birdseed. Also, fog machines are prohibited inside and outside the building.

## ***How may I decorate?***

Decorations are permitted within reason and only in the hall. Candles are permitted as long as the flame is enclosed in glass such as votives and hurricane lamps. Tape, tacks, nails, staples etc are NOT permitted to attach your decorations. Also, glitter and other confetti-like decorations are also prohibited. Please remember that it is the responsibility of the renter to remove all decorations at the end of your event.

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## Frequently Asked Questions (Continued)

### ***Is the building Handicap accessible?***

The HBA building has 2 handicap parking spots in front of the building. There is a wheelchair ramp entering into the building. The restrooms are handicap accessible but they are not wheelchair accessible.

### ***How many parking spaces are available?***

There are 120 parking spaces available during business hours. Weekends and evenings after 5pm, overflow parking (in the adjacent Huckleberry Sibley office complex) is available if arranged in advance.

### ***When do I pick up the key?***

You will not be given a key. You will pre-specify the time required with your caterer and other vendors. This time frame will be given to the security officer who will open the doors at the beginning of your rental period and lock up the building at the end of your event. This time frame is very important to allow enough time for setting up your event and the cleaning after.

## Clean-up

**The rental hall must be returned to the condition it was provided to the renter.**

**Tables and chairs must be cleared of all debris.**

**All equipment and materials that are not the property of the HBA must be removed at the end of the event.**

**Waste and all paper products must be placed in the dumpster.**

## Rates

<b>Wedding Receptions</b>	\$2,550.00
Friday and Saturday Rentals	
Hall rental fee (Minimum of 8 hours)	\$2,200.00
Kitchen rental fee	\$150.00
Security Officer	\$200.00
Additional hourly fee	\$200.00/hr.

<b>Private Parties</b>	
Friday and Saturday Rentals	
Hourly rate	\$300.00/hr.
Kitchen rate	\$25.00/hr.
Security Officer	\$25.50/hr.

\*\*Wedding Receptions and Private Parties, will include a damage deposit of \$1,000 due 30 days prior to the event

<b>Business Meetings</b>	
Monday thru Friday 7:30am to 9:00pm	
Boardroom	\$50.00/hr.
Great Hall	\$100.00/hr.
Monday thru Friday 7:30am to 5:00pm only	
Conference Room	\$25.00/hr.

<b>Additional Services</b>	
Event set-up (tables, chairs, etc.)	\$15.00/hr.
A/V equipment rental	
Projector and screen	\$100.00
Sound System and Microphone	\$100.00
All equipment (discount)	\$175.00
Beverage Service (Business meetings only)	\$2.00/pp
Event planners	See brochure

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1/2 of the rental fee is due upon making a reservation. Remaining balance plus damage deposit, if applicable; plus 6.5% tax is due 30 days prior to event

**The HBA building is closed and not available for rent on the following days:**  
**Memorial Day • Independence Day • Labor Day**  
**• Thanksgiving Day • Thanksgiving weekend (Fri./Sat.)**  
**Christmas Eve • Christmas Day • New Year's Eve • New Year's Day •**

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