

The Captiva Civic Center Hall is available for rent to members for small private gatherings and to organizations on Captiva for meetings.

### **Meeting Use**

The Captiva Civic Association (CCA) provides meeting space at the Captiva Civic Center to none profit and other organizations on Captiva Island in accordance with, but not limited to, the following terms and conditions:

1. Hall Meeting space is available and reserved in advance.
2. Minimum rental fee is \$100 per hour. (fees subject to change)
3. Meeting times are within normal operational hours, generally 9-5, Mon.-Fri.
4. Occupancy does not exceed 50 persons.
5. Up to 25 parking spaces of on-site parking is available for meetings. Parking not permitted along streets on Captiva.
6. Use of CCA facilities does not impact library and office uses.
7. Limited food and beverages may be served with advance coordination of the CCA.

### **Private Gathering**

The Captiva Civic Center Hall is available to members to rent for small private gatherings in accordance with, but not limited to, the following terms and provisions:

1. The Hall is available and reserved not less than two weeks in advance.
2. Minimum rental fee of \$250 for up to two hours and then \$100 per hour or portion of an hour thereafter. (Fees subject to change)
3. Kitchen use available for additional fee.
4. A security deposit paid in advance of \$500.
5. Occupancy does not exceed 50 persons (inclusive all occupants).
6. Up to 25 parking spaces of on-site parking is available. Parking not permitted along streets on Captiva.
7. Decorations strictly limited to what can be placed on table tops and are free standing.
8. Tables and chairs provided for indoor use only and will be set up and taken down by staff.

For additional information and details, please call the office: (239) 472-2111.