

# REGISTRATION

## HOW TO REGISTER

**Class Registrations**—Start Monday, April 5th, 2010 at class sites, during normal business hours. All classes are on first come, first serve basis. Registrations are not to be taken by the instructor. A \$5 late fee will be assessed on registrations taken after the first week of class.

**Registration Fees**—Resident and Non-Resident fees are set for all programs. All fees must be paid in full at registration. Fees may be paid by cash, check, MasterCard, Visa, or debit card. All fees are per person unless otherwise noted. Please make checks payable to: City Of Melbourne. All fees and schedules are subject to change. A \$5 late fee will be assessed on registrations taken after the first week of class.

## Resident/Non-Resident Identification—

Resident and Non-resident fees are set for all programs. Proof of permanent residency for the purpose of determining appropriate fee will require a current permanent Florida driver's license or a current voter's registration card. These cards must indicate a residential address within the city limits of Melbourne.

## REFUND TRANSFER POLICY

The participant must initiate all requests for refund of fees. Please remember all individuals assume the risk of changes in personal affairs. Please choose your dates and programs carefully. Leisure Services will provide a "Request for Refund" form to individuals when they request a refund or transfer. Refunds take approximately two to three weeks to process. The form

must be completed, signed, dated and returned to the Recreation Office at the Eau Gallie Civic Center in accordance with the following refund schedules.

**1. Building Rentals**—(All City of Melbourne facilities except the Melbourne Auditorium) Full Day Rentals - refund requests must be received a minimum of ninety (90) days in advance of the scheduled rental date. A \$15 administrative charge will be placed on refunds.

**2. Ball Fields and Pools**—Refund request must be received in the recreation office a minimum of fourteen (14) days in advance of the scheduled rental date. There will be a \$5 administrative charge on all refunds.

**3. Pavilions and Three-Hour Block Rentals**—Refund request must be received in the recreation office a minimum

of thirty (30) days in advance of the scheduled rental date. There will be a \$5 administrative charge on all refunds.

**4. Class/Athletic Fees**—Requests must be received in the recreation office at least one week (7 DAYS) BEFORE THE STARTING DATE OF THE COURSE OR PROGRAM. There will be a \$5 per class/program, administrative fee withheld on all refunds and transfers.

**5. Class Cancellations**—When a class/program is canceled due to low enrollment or other circumstances, you will be offered a transfer (to another program), to keep the credit on the account, or receive a refund.

**6. No Refund For**—Memberships, Daily Fees/Activities, and Special Events/Shows

# PAVILIONS & GAZEBOS

## Pavilion Reservations

Select Park Pavilions are available for reunions, picnics and other special occasions. Pavilions have picnic tables and grills available. Electricity is available at select pavilions – please check with our staff. Parks where pavilions are available: Ballard, Crane, Fee, Jimmy Moore, Sherwood and Southwest. There is a \$25 refundable Security Deposit required for all pavilion reservations. A \$50 refundable Security Deposit is required if an alcohol permit or restroom

key is issued with your rental.

Reservations can be made

Monday-Friday at the Leisure Services Office, 1551 Highland Ave. (321) 255-4608. Cost: Resident-\$53/Nonresident-\$66. Please contact the City Clerks office at 953-6255 regarding current policies and requirements for temporary structures.

## Gazebo Reservations

**Wells Park Gazebo:** Reservation of the attractive gazebo at Wells Park is available for weddings, concerts and other occasions. The gazebo has electricity

and lighting. Reservations may be made Monday through Friday at the Melbourne Auditorium office, 625 E. Hibiscus Blvd., (321) 674-5700. COST: Resident-\$85/Non Res.-\$102 Pavilion Only, \$50 with Auditorium rental.

**Eau Gallie Square:** The new Eau Gallie Square Park is now available. This is a beautiful little park with large Oak trees, Palms, and beautiful Magnolias located on the corner of Highland Avenue and Eau Gallie Boulevard. This park boasts a small, lighted amphitheater/pavilion with electricity available. The park has

picnic tables, park benches, paved brick walkways and electricity throughout.

Reservations can be made Monday – Friday at the Leisure Services Office, 1551 Highland Ave., (321) 255-4608 COST: Resident-\$85/Non Res.-\$102

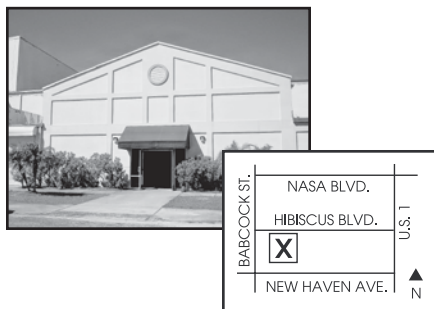
**Front Street Gazebo:** Reservation of the gazebo at Front Street is available for an additional fee when renting the building. The gazebo has electricity and lighting. Reservation may be made Monday through Friday at the Melbourne Auditorium office, 625 E. Hibiscus Blvd, (321) 674-5700 COST: Resident-\$50/Non Res.-\$60.

# RENTAL FACILITIES

## MELBOURNE AUDITORIUM

625 E. Hibiscus Blvd.  
Melbourne Florida, 32901

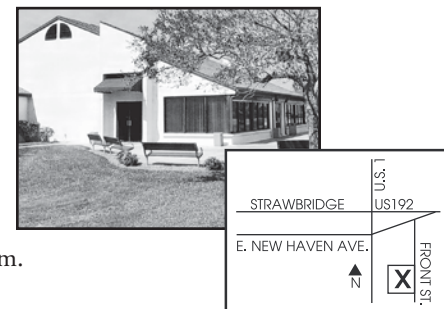
Ron Hayes – Recreation Superintendent  
Phone: 674-5700, Fax: 953-6287  
Email: auditorium@melbourneflorida.org  
Office Hours: Saturday and Sunday – closed,  
Monday – Friday 8:30 AM – 5:00 PM.



## FRONT STREET CIVIC CENTER

2205 S. Front Street  
Melbourne Florida, 32901

Ron Hayes – Recreation Superintendent  
Phone: 674-5700  
Fax: 953-6287  
Email: auditorium@melbourneflorida.org  
Office Hours: Contact Melbourne Auditorium.



A multi use facility with over 20,000 square feet of useable space including two meeting rooms and a Main Hall. This facility can also be configured into one large open space great for larger sized events. The Melbourne Auditorium is a rental facility available for activities such as wedding receptions, trade shows, Christmas parties, festivals, and many other types of events.

A multi use waterfront facility with 3,477 square feet of useable space with room divider and warming kitchen. Front Street Civic Center is available for events seating up to 250 and has a nice view of the river. This facility is located in a beautiful park setting with a brand new gazebo also available for rent.