

REGISTRATION

HOW TO REGISTER

Class Registration - Starts Monday, January 10, 2011 at class sites, during normal business hours. All classes are on first come, first served 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 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 Leisure Services 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 requests must be received in the Leisure Services 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 Leisure Services 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/Passes, Daily Fees/Activities, and Special Events/Shows.

PAVILIONS & GAZEBOS

Reservation of selected pavilions is available throughout the parks for reunions, picnics, birthday parties and other occasions. Select pavilions have picnic tables electricity and grills. Parks with pavilions available for reservation include: Ballard, Crane, Fee Jimmy Moore, Sherwood, and Southwest. There is a \$25 Security/Key Deposit required if alcohol is being consumed at your event. Reservations may be made Monday through Friday at the Leisure Services Office, 1551 Highland Ave. (321) 255-4608. COST: Resident-\$53/Non Res.-\$66. Please contact the City Clerks office at 953-6255 regarding current policies and requirements for use of inflatables within City parks.

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) 676-5700. COST: Resident-\$85/Non-Res.-\$102; With Auditorium Rental - \$50.

Eau Gallie Square: The new Eau Gallie Square Park is a beautiful little park with large Oak trees and Palms 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 St. is available for an additional fee only if renting the building. The gazebo has electricity and lighting. Reservations may be made Monday-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 FL, 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 PM



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.

FRONT STREET CIVIC CENTER 2205 S. FRONT STREET MELBOURNE FL, 32901

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



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 event 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 an additional fee only if renting the building.