

**Julington Creek Plantation
Community Development District**

District Facility User Permit for Recreation Center: Banquet Room(s) – 2 pages

NOTE TO STAFF: This form may contain confidential or exempt information. Please do not disclose its contents without first consulting the District Manager.

PRIVACY NOTICE: Under Florida’s Public Records Law, Chapter 119, Florida Statutes, the information you submit on this form may become part of a public record. This means that if a citizen makes a public records request, we may be required to disclose part or all of the information you submit to us.

Name _____ Card # _____ Date of Event: _____

Organization: _____

Proof of insurance (if required) _____

Mailing Address: _____

Email Address: _____

Phone: _____ Cell: _____ Intended Use: _____

Room(s) Requested: _____ Estimated Attendance: _____

Hours: from: _____ to _____ (including set up/clean up) Estimated Age Group: _____

*Do you need AV Equipment? Screen & Projector Y or N TV/DVD Y or N
(Cypress Room) (Magnolia Room)

*You will need to make an appointment with our staff before your event to make sure your electronics are compatible.

Requested room set up: Dining (round tables & chairs) _____ Classroom (rectangular tables & chair) _____
Theater (chairs only) _____ U-shaped Rectangular _____

Will you need catering for your event? _____ Will you need beer/wine for your event? _____ Entertainment? _____

Are you interested in on-site Child Care during your event? _____ Minimum of 8 children is required. Ages 3mos – 12yrs.

***RESERVATION: To reserve your event date, a completed User Permit Form and payment must be submitted to the Recreation Director. A refundable Damages Deposit in the form of check or credit card authorization, in the amount of \$300 and the full amount of the rental is due upon booking. Initial _____**

***USAGE:** Only District Residents or Annual Pass Holders (as defined in the District’s policies) may rent the Banquet Rooms, the renter must be 21 years of age or older and must be on site during the rental function. Any function for those younger than 21 years old must have adult supervision for which the adult is responsible for all terms of the contract. Parties may be scheduled from 7:00am until facility closing. Initial _____

***USAGE LIMITATIONS:** The District Banquet Rooms are not to be used for any illegal or illicit activities; or to include anything that could be deemed lewd, offensive, or pornographic. Initial _____

***ADVERTISING:** All advertising naming the District Recreation Center (or any derivation of) must include verbiage in legible font stating “This is not a JCPCDD sponsored or endorsed event.” Initial _____

***ALCOHOL USAGE:** The District holds a current license from the Division of Alcoholic Beverages to serve beer, wine, and wine based products. All alcoholic beverages consumed at the District Recreation Facility, either individually, during special events, or catered events, must be purchased from the District. Any violation will constitute potential cause for immediate shut-down of party/event with NO REFUNDS. Initial _____

***POOL USE:** Banquet Room rentals in conjunction with an associated Pool Party will require an additional \$35 flat fee (up to 50 guests) during the rental time period. No wet or damp guests are allowed to enter or re-enter Banquet premises until COMPLETELY dry. Violations will subject the renter to a forfeit of the Damages Deposit. Initial _____

***CANCELLATION:** Must be received at least thirty (30) days prior to the scheduled reservation for a full refund. Less than 30 days’ notice will result in a 50% cancellation fee. Initial _____

***LINENS:** The District does NOT provide linens. Initial _____

Please read and initial below as your agreement:

- _____ The Recreation Center, and the property surrounding it, is a **NON**-smoking facility. Please advise your guests of this policy. Any violations will subject the renter to a forfeit of the Damages Deposit.
- _____ Room decorations shall not to leave any marks on walls, floors or ceilings. Failure to comply may result in a forfeit of the Damages Deposit and other charges.
- _____ Special requests or outside catering must be coordinated with the Recreation Director at least 14 days in advance of the reservation.
- _____ Proof of insurance for any outside vendors must be provided to Recreation Director 14 days in advance of reservation, if required.

I personally agree to indemnify, defend and hold harmless the Julington Creek Plantation Community Development District and its supervisors, officers, directors, staff, relevant agents and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity, for injuries, death, property damage of any nature, arising out of, or in connection with, the use of any facility or amenity or other property owned or operated by the District, including litigation or any appellate proceedings with respect thereto. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity or limits of liability beyond any limits of liability which may have been adopted by the Florida Legislature in Section 768.28, *Florida Statutes* or other law.

I have read, understand and agree to abide by all policies and rules of the District governing the District's Facilities. Failure to adhere to the District's Policies and rules may result in the suspension or termination of my privileges to use the facilities and forfeiture of all of my deposits. **I also understand that I am financially responsible for any damages caused by me, my family members, or my guests.** If requested, I will obtain an event insurance policy naming the District, and its agents, supervisors, officers, directors, employees and staff as additional insured.

The District reserves the right to deny any application based on safety, site capacity, scheduling considerations, weather, potential for community disturbance or other issues impacting the community.

Signature: _____ Date: _____

RENTAL OPTIONS WORKSHEET:

Rental time includes set up and clean up.

<u>Cypress Room (549 sq. ft.)</u>	<u>Magnolia Room (691 sq. ft.)</u>	<u>Grand Oaks (both rooms combined) (1240 sq. ft.)</u>
35 guest room limit	45 guest room limit	80 guest room limit
\$58/*\$83 per hour	\$65/*\$90 per hour	\$113/*\$138 per hour
Rental time _____	Rental time _____	Rental time _____
Total hours _____	Total hours _____	Total hours _____

***The price for rentals that extend past 5pm, Monday – Friday, and all rentals on Saturday and Sunday.**

Room Attendant Needed (define when needed) _____ Fee: 25/hr

Total Fee \$ _____

**For those paying with check(s) make check(s) payable to the Julington Creek Plantation Community Development District*.
For those paying with Credit Card provide District Staff with the Credit Card Information set forth in the Credit Card Authorization section below ****

*Damages Deposit checks will be available the week after the event concludes. Please designate your check preference:
District to Destroy () Guest will pick up () **INITIAL** _____

****In the event the Damages Deposit is made with a Credit Card, a hold may be placed on your card account for the full anticipated amount to be owed. Holds may not be released for 96 hours from that certain date that is one (1) business day after the event concludes or longer at the discretion of your card issuer. INITIAL** _____

CREDIT CARD AUTHORIZATION

Please complete all fields. You may cancel this authorization, consistent with the form and policies, at any time by contacting JCPCDD. This authorization will remain in effect until cancelled.

Credit Card Information			
Card Type:	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> Discover
	<input type="checkbox"/> AMEX	<input type="checkbox"/> Other _____	
Cardholder Name (as shown on card): _____			
Card Number: _____			
Expiration Date (mm/yy): _____			
Cardholder ZIP Code (from credit card billing address): _____			

I, _____, authorize Julington Creek Plantation Community Development District or its designee to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account.

Cardholder Signature

Date

PRIVACY NOTICE: Pursuant to Section 119.071, Florida Statutes, bank account numbers and debit, charge, and credit card numbers held by the District are exempt and may be withheld from any disclosure the District makes as the result of a public records request.

Office Use:

Damages Deposit: \$ 300.00 _____

Check #: _____ Elected to pay with Credit Card: _____

Check #: _____ Elected to pay with Credit Card: _____

Date _____ INITIAL _____

Total Paid: _____

Signature _____

EXEMPT STATUS

Is any of the personal information that you have provided on this form, including, but not limited to, identity, address, and telephone number, exempt from disclosure under Florida law?

YES **NO**

If you checked "YES," please explain which exemption you qualify for:

If you checked "YES," please provide a written request for maintenance of such exemption to District staff at the following address:

Julington Creek Plantation Community Development District
c/o Wrathell, Hunt and Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431
Attn: District Manager or
mcgaffneym@whhassociates.com