

**Julington Creek Plantation
Community Development District**

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

Resident or Annual Pass Holder _____ Card # _____ Date: _____

Organization: _____

Proof of insurance (if required) _____ Date received: _____

Mailing Address: _____ Email Address: _____

City/State: _____ Zip: _____ Phone: _____ Cell: _____

Intended Use: _____

Room(s) Requested: _____

Date Requested: _____ Hours: from: _____ to _____ Estimated Attendance: _____ Estimated Age Group: _____

***USAGE** Only JCPCDD Residents or Annual Pass Holders may utilize the Banquet Rooms and must be 21 years of age or older and must be on site during the entire 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 10:00pm. **Initial** _____

***USAGE LIMITATIONS:** JCPCDD 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. No point-of-sale transactions are allowed during the use of the rooms by any entity other than JCPCDD. **Initial** _____

***RESERVATION:** A reservation must be made and a completed User Permit Form, Guest List and Reservation Information Sheet accepted by the Special Events Director. A refundable Security Deposit (in the amount of \$300) and Room Rental Fee is due at time of reservation. Two separate checks are required payable to JCPCDD. **Initial** _____

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

***JCP EMPLOYEES** are not “attendants” to the party. Their service is limited to “basic” oversight. “Attendants” are available at an additional \$12/hour fee **initial** _____

***ALCOHOL USAGE:** JCP CDD holds a current license from the Division of Alcoholic Beverages to serve beer, wine, and wine based products. All alcoholic beverages consumed at the JCP CDD Recreation Facility, either individually, during special events, or catered events, must be purchased from JCP CDD. 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 \$30 Flat Fee to include all guests as swimmers (up to 50 guests). All *swimmers* MUST stay on pool deck. No wet or damp guests are allowed to enter or re-enter Banquet premises until COMPLETELY dry. Violations will subject CDD resident to reduced security return. **Initial** _____

***CANCELLATION:** Must be received at least thirty (30) days prior to the scheduled reservation for a full refund. Cancellations received within 14-29 days will result in a 25% cancellation fee. Less than 14 days cancellation notice will result in a 50% cancellation fee. **Initial** _____

Please initial below:

_____ All alcoholic beverages must be purchased through JCPCDD. No alcoholic beverages are permitted from any other source **without exception.**

_____ This is a **NON**-smoking facility. No smoking in or around building or on facility property **without exception.**

_____ Room decorations are not to leave any marks on walls, floors or ceilings.

_____ Usage of any AV equipment will be prearranged with the Special Events Director.

_____ Table linen rental, special requests, or outside catering must be coordinated with the Special Events Director at least 14 days in advance of the reservation.

_____ Proof of insurance for any outside vendors must be provided to Special Events Director 14 days in advance of reservation

_____ A list of attendees and/or guests must be provided to the Special Events Director two **business** days prior to event.

_____ The Outdoor Patio and Playground adjacent to the Magnolia Room are open to residents at all times. Rental of the Magnolia Room does not entitle the User to exclusive use of these areas.

District Facility User Permit for Recreation Center: Banquet Room(s) – cont'd

RENTAL OPTIONS:

Cypress Room (549 sq. ft.)

35 guest room limit
 \$150 for 2 hours _____
 \$225 for 4 hours _____
 \$50 each additional hour _____
 Total Fee: _____

Magnolia Room (691 sq. ft.)

45 guest room limit
 \$175 for 2 hours _____
 \$325 for 4 hours _____
 \$75 each additional hour _____
 Total Fee: _____

Cypress & Magnolia Rooms (combined) (1,240 sq. ft.)

80 guest room limit
 \$300 for 2 hours _____
 \$450 for 4 hours _____
 \$100 each additional hour _____
 Total Fee: _____

Café Pavilion

75 guests
 \$85 for 2 hours _____
 \$135 for 4 hours _____
 \$30 each additional hour _____
 Total Fee: _____

****FUN Pool Deck (incl. Café Pav.)**

100-500 guests
 \$500 for 4 hours _____
 \$100 each additional hour _____

****FUN Pool Deck (incl. Café Pav. and Both Banquet Rooms)**

100-500 guests (80 guest banquet room limit)
 \$995 for 4 hours _____
 \$150 each additional hour _____

After Hours Fee (9pm – 10pm)

\$25 per hour _____

Party Attendant Fee

\$12 per hour _____

White Table Linen Rental

\$12 per table _____

Pool Usage w/ Banquet Room Rental:

\$30.00 allows up to 50 swimmers max _____ (Children three and under are not counted as guests)

Additional charges may apply for additional staffing, decorations, and event planning.

****FUN Pool Deck Rental availability: offseason only. Pool Deck Rental includes all deck tables/chairs available. Table Umbrellas are included: as are available.**

I personally agree to indemnify and hold harmless the Julington Creek Plantation Community Development District and its agents, supervisors, officers, directors, employees and staff 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 JCPCDD, 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 Julington Creek Plantation 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. **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 Julington Creek Plantation Community Development 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 consideration, potential for community disturbance or other issues impacting the community.

Signature: _____ Date: _____

Office Use:

Rental Fee: \$ _____ Check #: _____ Cash _____ Credit (Dept/Date) _____
 *Security: \$ _____ Check #: _____ Cash _____ Credit (Dept/Date) _____

*Security Check will be available within 48 business hours after event concludes: Please designate your security check preference JCP to Destroy () Guest will pick up () **INITIAL _____**