

JOHNS CREEK AMENITY RENTAL FORM / BRANDY CREEK CDD

NAME OF RESIDENT: _____ TODAYS DATE: _____

STREET ADDRESS: _____ ST AUGUSTINE, FL 32092

PHONE: _____ EMAIL: _____

AMENITY REQUESTED: PH 1 BREEZEWAY PH1 FIELD PH 2 ROOM (MAX 50) PH 2 PERGOLA

INTENDED USE: _____ ESTIMATED ATTENDANCE: _____

DATE REQUESTED: _____

TIME REQUESTED (INCLUDES SET UP AND CLEAN UP): _____ TO _____ (you may NOT enter the room before requested

time)

PLEASE READ AND INITIAL:

_____ I HAVE READ, UNDERSTAND AND AGREE TO ALL RENTAL POLICIES AND RULES FOR BRANDY CREEK CDD.

_____ I UNDERSTAND THE POOL AND POOL DECK ARE NOT AVAILABLE FOR USE WHEN RENTING THE COMMUNITY ROOM. FAILURE TO ADHERE TO THIS POLICY COULD RESULT IN LOSS OF SECURITY DEPOSIT AND FUTURE RENTAL PRIVILEGES. *IF YOU WOULD LIKE TO HAVE A POOL PARTY, PHASE 1 BREEZEWAY AND PHASE 2 PERGOLA ARE AVAILABLE FOR RENTAL, WHICH ALLOWS 25 GUESTS MAX. THIS ENSURES THAT WE DO NOT EXCEED OUR MAXIMUM OCCUPANCY LEVEL FOR POOLS.

_____ I UNDERSTAND THAT **RENTAL TIME INCLUDES SET UP AND CLEAN UP**. IF ADDITIONAL TIME IS NEEDED FOR SET UP OR CLEAN UP, IT MUST BE RESERVED AT THE RATE OF \$10 PER HOUR. IF ADDITIONAL HOURS USED, YOUR DEPOSIT CHECK MAY BE CASHED AND THE MONIES WILL BE APPLIED TO YOUR OVERAGE IN 1 HOUR INCREMENTS. IF YOUR OVERAGE IMPACTS ANOTHER SCHEDULED EVENT YOU WILL FORFEIT YOUR ENTIRE DEPOSIT.

_____ I UNDERSTAND THAT **NO GLASS** WILL BE USED AT MY EVENT INCLUDING BUT NOT LIMITED TO - GLASSES, PLATES, BOWLS, PLATTERS, ETC.

_____ I UNDERSTAND THAT **NO ALCOHOL** (AND NO GLASS CONTAINERS) WILL BE SERVED WITHOUT PRIOR APPROVAL OF THE BRANDY CREEK CDD.

_____ I UNDERSTAND THAT I AM RESPONSIBLE FOR CLEANING THE RENTAL AREA AND FOR THE CONDITION OF THAT AREA AT THE END OF THE EVENT. *SEE CLEAN UP CHECK LIST. FAILURE TO DO SO WILL RESULT IN THE LOSS OF PART OR ALL OF THE DEPOSIT.*

_____ I UNDERSTAND THAT I AM RESPONSIBLE FOR ALL GUESTS **AND ANY DAMAGES INCURRED BY THEM**, AND THAT DISREGARD FOR RULES OR POLICIES MAY RESULT IN ADDITIONAL CHARGES, EXPULSION FROM THE AMENITIES AND LOSS OF PRIVILEGES.

_____ I UNDERSTAND THAT AFTER THE EVENT, NORMAL GUEST POLICY WILL GO INTO EFFECT. RESIDENT MUST BE PRESENT WITH A MAXIMUM OF 4 GUESTS. **(ANY GUESTS REMAINING AFTER THAT TIME WILL RESULT IN THE LOSS OF THE FULL DEPOSIT.)**

_____ I UNDERSTAND THAT **IF MY EVENT IS NOT COMPLETED BY THE SCHEDULED TIME, OR IF I ENTER THE ROOM EARLIER THAN MY SCHEDULED TIME, MY DEPOSIT WILL BE DEDUCTED AT THE RATE OF \$50 PER HOUR IN FULL HOUR INCREMENTS. (IF YOU REMAINS ON THE PREMISES AFTER 10PM, OR YOU BRING ALCOHOL, YOU WILL FORFEIT YOUR ENTIRE DEPOSIT.)**

JOHNS CREEK AMENITY RENTAL FORM / BRANDY CREEK CDD

NAME: _____

EVENT DATE: _____

I agree to indemnify and hold harmless the Brandy Creek Community Development District and their 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 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 the Amenity Center. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, Fla. Stat.

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

Signature of Resident

Date

\$ _____ Payable to Brandy Creek CDD

Fee Amount

Check Number

Date Paid

Date Deposited

\$ _____ Payable to Brandy Creek CDD

Deposit Amount

Check Number

Date Paid

Date Returned/Shredded

IF THE CONDITION OF THE RENTAL IS NOT ACCEPTABLE WHEN YOU ARRIVE OR YOU ARE UNABLE TO GET INTO THE ROOM, CONTACT:

Jim Masters (904) 716-1370

Jennifer Meadows (904) 874-4532

Virginia Del Prado (908) 400-5654

*Deposit check will be shredded if not picked up within 48 hours

JOHNS CREEK AMENITY RENTAL GENERAL INFORMATION

Thank you for considering Johns Creek for your party or meeting needs. To ensure that all rentals enjoy the same quality experience, please make note of the following:

Phase 1 address: 224 Johns Creek Parkway, St Augustine, FL 32092

Phase 2 address: 251 Huffner Hill Circle, St Augustine, FL 32092

Please see website for current office hours. If you need assistance outside of normal office hours, please contact Jim Masters at (904) 716-1370

***if a pool monitor is available, they can assist you with bathroom cleanliness, leftover garbage, etc. ***

If you find the amenity in unacceptable condition, please take pictures and contact Jim.

Rental Fees and Deposits:

PHASE ONE: Rental fee for the outside breezeway is \$30 for (4) hours* (minimum) and \$10 each additional hour. The security deposit is \$100. Rental fee for the Activity Field area is \$50 for 8 hours* (minimum) and \$10 each additional hour. The security deposit is \$200.

PHASE TWO: Rental fee for outside pergola is \$30 for (4) hours* (minimum) and \$10 each additional hour. The security deposit is \$100. Rental fee for Community Room is \$60 for (4) hours* (minimum) and \$10 each additional hour. The security deposit is \$200.

Separate checks for rental fee and deposit fee, both made payable to Brandy Creek CDD.

***Alcoholic beverages shall not be served or sold, nor permitted to be consumed on the Johns Creek Amenity Center premises, except at pre-approved special events. Approval may only be granted by the District's Board of Supervisors (present request to Facility Manager in advance of the meeting) and will be contingent upon providing proof of event insurance with the District named as additional insured.**

FACILITY RENTAL POLICIES

Excerpt from the approved Brandy Creek Community Development District Policies. Full policies can be located at www.brandycreekcdd.com.

Patrons may reserve for rental certain portions of the Brandy Creek CDD Amenity Center Facilities for a "Private Event," defined as any event not open to the general public. Any parties over 10 persons is considered a "Private Event". (Events that are open to the general public are not subject to these Facility Rental Policies.) Reservations may not be made more than four (4) months prior to the event. Only one (1) available facility may be rented per Private Event, and patrons may rent facility only twice per month. Persons interested in doing so should contact the Facility Manager regarding the anticipated date and time of the event to determine availability. Please note that the Amenity Center is unavailable for Private Events on the following holidays:

Easter Sunday	Memorial Day
4 th of July	Labor Day
Thanksgiving	Christmas Eve
Christmas Day	New Year's Eve
New Year's Day	

PHASE 1 AMENITY CENTER BREEZEWAY RENTAL POLICIES:

1. Only Patrons may reserve the facility for private parties.
2. Parties are limited to a total of 20 guests.
3. Two checks or money orders are required to confirm the reservation – one check for the security deposit and one check for the rental fee. Both checks should be made out to *Brandy Creek Community Development District*.
4. The resident sponsoring a private event is responsible for any damages, including those in excess of the \$100 security deposit. The full refund of the deposit will only be issued if cleaning is completed prior to end of rental and cleaning checklist turned in. If all items on the checklist are satisfactorily completed, the check will be shredded within 48 hours if not timely picked up. **Reservation includes set up and clean-up time.**
5. *All parties must be completed by the scheduled time. Failure to do so may result in the loss of all or part of your event deposit.*
6. The rental includes 5 tables (4 chairs per table) under the Pavilion Breezeway, outside counter and sink area.
7. The fee & deposit is refundable if the event is cancelled due to inclement weather.
8. **NO ALCOHOLIC BEVERAGES ARE PERMITTED.**
9. **Glass and other breakable items are not allowed at either Amenity Center.**
10. The fireplace is not available for resident use.
11. Pets (with the exception of Guide Dogs) are not permitted at the Amenity Center facilities.
12. The volume of noise and/or music must not violate applicable St Johns County Noise Ordinances or disturb other patrons or guests using the facilities.
13. Restrooms must remain open to all Patrons.
14. Non-resident party guests may not remain at the amenity center after the party is ended. Normal guest policies go into effect at the end of your party reservation.

15. The current pool regulations and policies will apply – rentals do not include pool areas. **PER FLORIDA DEPARTMENT OF HEALTH RULE #64E-9.008, NO NIGHT SWIMMING IS PERMITTED. PLEASE CHECK CLOSING TIMES POSTED AT EACH POOL.**
16. **ALL PARTIES (INCLUDING CLEAN UP) MUST BE COMPLETED NO LATER THAN 10PM (OR AS REQUESTED IN RESERVATION). IF MY EVENT IS NOT COMPLETED BY THE SCHEDULED TIME, OR IF I ENTER THE AREA EARLIER THAN MY SCHEDULED TIME, MY DEPOSIT WILL BE DEDUCTED AT THE RATE OF \$50 PER HOUR IN FULL HOUR INCREMENTS. (IF YOU REMAIN ON THE PREMISES AFTER 10PM, OR YOU BRING ALCHOL, YOU WILL FORFEIT YOUR ENTIRE DEPOSIT.**

PHASE 2 AMENITY CENTER COMMUNITY ROOM RENTAL POLICIES:

1. **The pool and pool deck are not available during rental and shall remain open to other Patrons and their guests. The community room is not used in conjunction with pool parties.**
2. Only Patrons may reserve the facility for private parties.
3. Parties are limited to a total of 50 guests.
4. Two checks or money orders are required to confirm the reservation – one check for the security deposit and one check for the rental fee. Both checks should be made out to *Brandy Creek Community Development District*.
5. The resident sponsoring a private event is responsible for any damages, including those in excess of the \$200 security deposit. The full refund of the deposit will only be issued if cleaning is completed prior to end of rental and cleaning checklist turned in. If all items on the checklist are satisfactorily completed, the check will be shredded within 48 hours if not timely picked up. **Reservation includes set up and clean-up time.**
6. The rental includes tables and chairs, which must remain in the Community Room.
7. **No alcoholic beverages are permitted without the prior approval of the Operations Manager. If approved alcoholic beverages are limited to the Community Room only – no glass is allowed. Contact the office at 904-230-4208 for more information.**
8. The fee & deposit is refundable if the event is cancelled due to inclement weather.
9. **Glass and other breakable items are not allowed at either Amenity Center.**
10. Pets (with the exception of Guide Dogs) are not permitted at the Amenity Center facilities.
11. The volume of noise and/or music must not violate applicable St Johns County Noise Ordinances or disturb other patrons, nearby homes or guests using the facilities.
12. Restrooms must remain open to all Patrons.
13. Non-resident party guests may not remain at the amenity center after the party is ended. Normal guest policies go into effect at the end of your party reservation.
14. The current pool regulations and policies will apply – **PER FLORIDA DEPARTMENT OF HEALTH RULE #64E-9.008, NO NIGHT SWIMMING IS PERMITTED. PLEASE CHECK CLOSING TIMES POSTED AT EACH POOL.**
15. **ALL PARTIES (INCLUDING CLEAN UP) MUST BE COMPLETED NO LATER THAN 10PM (OR AS REQUESTED IN RESERVATION). IF MY EVENT IS NOT COMPLETED BY THE SCHEDULED TIME, OR IF I ENTER THE AREA EARLIER THAN MY SCHEDULED TIME, MY DEPOSIT WILL BE DEDUCTED AT THE RATE OF \$50 PER HOUR IN FULL HOUR INCREMENTS. (IF YOU REMAIN ON THE PREMISES AFTER 10PM, OR YOU BRING ALCHOL, YOU WILL FORFEIT YOUR ENTIRE DEPOSIT.**

PHASE 2 AMENITY CENTER PERGOLA DECK RENTAL POLICIES:

1. Only Patrons may reserve the facility for private parties.
2. Parties are limited to a total of 20 guests.
3. Two checks or money orders are required to confirm the reservation – one check for the security deposit and one check for the rental fee. Both checks should be made out to *Brandy Creek Community Development District*.
4. The resident sponsoring a private event is responsible for any damages, including those in excess of the \$200 security deposit. The full refund of the deposit will only be issued if cleaning is completed prior to end of rental and cleaning checklist turned in. If all items on the checklist are satisfactorily completed, the check will be shredded within 48 hours if not timely picked up. **Reservation includes set up and clean-up time.**
5. All parties must be completed by the scheduled time. Failure to do so may result in the loss of all or part of your event deposit.
6. The fee & deposit is refundable if the event is cancelled due to inclement weather.
7. **NO ALCOHOLIC BEVERAGES ARE PERMITTED.**
8. **Glass and other breakable items are not allowed at the Amenity Center.**
9. Pets (with the exception of Guide Dogs) are not permitted at the Amenity Center facilities.
10. The volume of noise and/or music must not violate applicable St Johns County Noise Ordinances or disturb other patrons or guests using the facilities.
11. Restrooms must remain **open** to all Patrons.
12. Non-resident party guests may not remain at the amenity center after the party is ended. Normal guest policies go into effect at the end of your party reservation.
13. The current pool regulations and policies will apply – **PER FLORIDA DEPARTMENT OF HEALTH RULE #64E-9.008, NO NIGHT SWIMMING IS PERMITTED. PLEASE CHECK CLOSING TIMES POSTED AT EACH POOL.**
14. **ALL PARTIES (INCLUDING CLEAN UP) MUST BE COMPLETED NO LATER THAN 10PM (OR AS REQUESTED IN RESERVATION). IF MY EVENT IS NOT COMPLETED BY THE SCHEDULED TIME, OR IF I ENTER THE AREA EARLIER THAN MY SCHEDULED TIME, MY DEPOSIT WILL BE DEDUCTED AT THE RATE OF \$50 PER HOUR IN FULL HOUR INCREMENTS. (IF YOU REMAIN ON THE PREMISES AFTER 10PM, OR YOU BRING ALCOHOL, YOU WILL FORFEIT YOUR ENTIRE DEPOSIT.**

Signature: _____

Date: _____

Cleaning Checklist

Please make sure that the cleaning guidelines below are completed immediately following the facility rental ensuring a clean and beautiful area for the next rental.

PH. 1 BREEZEWAY AND PH. 2 PERGOLA CHECKLIST: _____ **PH. 2 COMMUNITY ROOM CHECKLIST:** _____

_____ Wipe off counter, sink area and table tops

_____ Clean up all food and drink spills

_____ Sweep area

_____ Empty all garbage and take to dumpster (Ph. 1)

_____ Empty all garbage and place in large canisters (Ph. 2)
canisters.

_____ Replace garbage liners

_____ Remove all party items from facility

_____ Wipe off counter, sink area, table tops

_____ Wipe out microwave if used

_____ Clean up all food and drink spills

_____ Vacuum the carpet

_____ Empty all garbage and place in large

_____ Replace garbage liners

_____ Remove all party items from facility

_____ **Make sure that all doors are locked.**

_____ Fold and store all tables and chairs

All items must be completed satisfactorily, or you could lose your security deposit.

Notes/Comments:

Signature

Room has been returned to original condition

Time

Date

Completed

****Leave this form in the location binder**