

Facility Rental Policies

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”, and space must be reserved. 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”. Persons interested in doing so should contact the Operations 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	

Staffing: “Private Events” with twenty-five (25) or fewer persons will not require an additional Amenity Center staff member. For events in excess of twenty-five (25) persons attending, an additional Amenity Center staff member will be required at the flat rate of \$69. All checks or money orders for the additional Amenity Center staff shall be payable to Vesta Property Services, Inc.

Because the Amenity Facilities are primarily for the benefit and collective use of Patrons, the Amenity Facilities may not be rented or utilized by a “for profit” business or “non-for-profit” organization.

Activity Field Rental

1. No pets (with the exception of “Service Animals”), skateboards, rollerblades, scooters, bicycles, or other wheeled vehicles are allowed on the Field or walking/jogging path at any time.
2. All food, beverages, and miscellaneous trash brought to the Field must be cleaned up prior to leaving.
3. Glass and other breakable items are prohibited in the Field.
4. Users may be asked to move to accommodate scheduled activities.
5. Field may be closed due to weather or maintenance needs.
6. Usage of the Activity Field may be limited, from time to time, for sponsored events or lessons, which must be approved by the Facility Manager in advance.

Phase 1 Amenity Center Breezeway Rental Policies

1. Only Patrons may reserve the facility for private parties.
2. Parties are limited to total of 20 guests.

3. Two checks or money orders are required to confirm the reservation – one check for the rental fee and one refundable check for the security deposit. 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 list turned in, nothing was damaged, and all policies were followed. If all is satisfactorily completed, the check will be shredded within 48 hours if not timely picked up.
5. Reservation time includes set up and clean up.
6. 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.
7. The rental includes 5 tables (4 chairs per table) under the Pavilion Breezeway, outside counter, and sink area.
8. No alcoholic beverages are permitted.
9. If the event is cancelled due to inclement weather and its less than halfway through your event the fee and deposit are refundable.
10. Glass and other breakable items are not allowed at the Amenity Center.
11. The fireplace is not available for resident use.
12. No pets (with the exception of “Service Animals”) are permitted at the Amenity Center facilities.
13. 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.
14. Restrooms must remain open to all Patrons.
15. Non-resident party guests may not remain at the Amenity Center after the party has ended. Normal guest policies go into effect at the end of your party reservation.
16. The current pool regulations and policies will apply – rental does not include the pool deck.
17. Per Florida Department of Health Rule #643-9.008, no night swimming is permitted. Please check closing times posted at each pool.
18. All parties (including clean up) must be completed no later than 10pm (or as requested in reservation). If your event is not completed by the scheduled time, or if you enter the area earlier than you scheduled time, you deposit will be deducted at the rate of \$50 per hour in full hour increments. (If you remain on the premises after 10pm or bring alcohol, 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 Events”.
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 rental fee and one refundable check for the security deposit. 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 list turned in, nothing was damaged, and all policies were followed. If all is satisfactorily completed, the check will be shredded within 48 hours if not timely picked up.
6. Reservation times include set up and clean up.
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. No glass is allowed, including, but not limited to plates, cups, pitchers, etc.
9. No pets (with the exception of “Service Animals”) are 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 has ended. Normal guest policies go into effect at the end of your party reservation.
13. The current pool regulations and policies will apply – rental does not include pool or pool deck areas.
14. All parties (including clean up) must be completed no later than 10pm (or as requested in reservation). If your event is not completed by the scheduled time, or if you enter the area earlier than your scheduled time, your deposit will be deducted at the rate of \$50 per hour in full hour increments. (If you remain on the premises after 10pm or bring alcohol, you will forfeit your entire deposit).

Phase 2 Amenity Center Pergola Deck Rental Policies

1. Only Patrons may reserve the facility for “Private Events”.
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 rental fee and one refundable check for the security deposit. 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 list turned in, nothing was damaged, and all policies were followed. If all is satisfactorily completed, the check will be shredded within 48 hours if not timely picked up.
5. Reservation times include set up and clean up.
6. No alcoholic beverages are permitted.

7. Glass and other breakable items are not allowed at the Amenity Center.
8. If the event is cancelled due to inclement weather and its less than halfway through your event the fee and deposit are refundable.
9. No pets (with the exception of "Service Animals") are 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. The current pool regulations and policies will apply – rental does not include the pool deck.
13. Per Florida Department of Health Rule #643-9.008, 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 your event is not completed by the scheduled time, or if you enter the area earlier than your scheduled time, your deposit will be deducted at the rate of \$50 per hour in full hour increments. (If you remain on the premises after 10pm or bring alcohol, you will forfeit your entire deposit).

Suspension and Termination of Privileges

Privileges at the Johns Creek Amenity Center may be subject to suspension or termination by the Board of Supervisors if a Patron:

- Submits false information on the application for access card.
- Permits unauthorized use of an access card.
- Exhibits unsatisfactory behavior, deportment, or appearance.
- Fails to abide by the Policies established for the use of facilities.
- Engages in conduct that is improper or likely to endanger the welfare, safety, or reputation of the facilities.

The District's Board of Supervisors may, at any time, restrict, suspend, or revoke for cause or causes, as described above, any Patron's privileges to use any or all the Center's facilities, which may include deactivation of your access card.