

**FISHHAWK RANCH COMMUNITY DEVELOPMENT
DISTRICT FACILITY RENTAL AGREEMENT**

Palmetto Club
17004 Dorman Road
(250 Person Capacity Entire Club)
(60 Person Capacity – all other individual rooms)

AMENITY RENTALS ARE FOR PATRONS OF FISHHAWK RANCH CDD ONLY

EVENT INFORMATION

Today's Date: _____

Reserved Date: _____

Type of Party: _____

Number of Guests: _____

Time Reserved (6-hour increments, available from 10:00 am to midnight): _____ to _____

Outside vendor performing a service (check one): ☐ **Yes** ☐ **No** Insurance certificate date received: _____

Alcohol being served (check one): ☐ **Yes** ☐ **No** Insurance certificate date received: _____

Catering company being used (check one): ☐ **Yes** ☐ **No** Insurance certificate date received: _____

RENTAL RATES

All fees due upon execution of agreement.

- Entire Club \$1,000 and \$200 deposit
- Veranda \$500 and \$200 deposit
- Garden \$500 and \$200 deposit
- Ballroom Section \$500 and \$200 deposit
- Conference Room \$500 and \$200 deposit

- Applicable to all rentals: Cleaning and sanitizing fee of \$200, due upon execution of this agreement.
- If alcohol is on property: Additional \$125 surcharge. (Note: alcohol may only be served by a licensed and insured caterer or bartender)

PATRON INFORMATION

Patron's Name: _____

Address: _____

Cell Phone: _____ Alternate Phone: _____

Email Address: _____

Please read and initial each line.

1. I agree to present my facility access card to the staff person upon my arrival at the facility. _____
2. I understand that my reserved times include set up and clean up time. _____
3. I will not arrive earlier than the specified reserved time. _____
4. The facility cleaning will include bagging trash and putting it in the dumpster or other container as specified by facility staff, returning all District furnishings to their original positions, and clearing of tables of any food or drink debris. _____
5. I must supply all party products. This includes tablecloths, plates, napkins, cups, etc. The District will supply cleaning supplies and garbage bags. _____
6. All guests and minors must be supervised at all times. _____
7. Glitter, confetti, silly string and smoke machines are not permitted in any District facility. _____
8. Helium balloons are NOT permitted. No Exceptions. _____
9. Tacks, adhesive putty, scotch tape or any other wall damaging material will NOT be permitted. The District will supply painter's tape for wall hangings and decorations. _____

10. Lit decorative candles (other than cake candles) are not permitted in any District facility. _____
11. I am aware that using the District facilities for monetary purposes is NOT permitted. This includes but is not limited to: Fundraisers, home based parties, exchange of goods and services, business promotions, etc. This exclusion does not apply to business/networking meetings. Additionally, no admission fee may be charged for rental events held on District property. _____
12. I understand that I am responsible for any damage or change in the condition of the facility, including restrooms, caused by me or my guests. I also agree to be responsible for the conduct of my guests and understand that the rental of the above-mentioned room does not include use of the full facility. _____
13. I agree to give notice of cancellation at least 30 days in advance or my rental fee will be forfeited. _____
14. My rental will NOT be permitted to start, and no one will be permitted in the facility until I arrive and sign the check-in paperwork. _____
15. I understand that, unless the alcohol surcharge has been paid, I may not have alcohol on the premises. If alcohol is on the premises, the surcharge will be deducted from my deposit. _____
16. I understand failure to uphold any portion of this agreement may result in the forfeit of my \$200 deposit, as well as any costs incurred in excess of the deposit amount. Furthermore, I understand I may lose all privileges if the above regulations are not followed. _____
17. If my event runs longer than scheduled, I will be charged a Late Fee of one hundred fifty dollars (\$150.00) for each additional partial to full hour. These charges will be deducted from my deposit. _____
18. As further consideration for the District's permission to the Renter, its agents, employees and invitees to use the Palmetto Club, the Renter, for itself, its representatives and assigns, agrees to defend, indemnify and hold harmless the District, its agents or employees, from any and all claims for loss, damage or injury of any nature whatsoever to person (including, but not limited to, personal injury and death) or property resulting in any way from or in any fashion arising from, connected with or resulting from the use of the Palmetto Club or other District facilities in whatever manner the loss, damage or injury may be caused and whether or not the loss, damage or injury may be caused, occasioned or contributed to by the negligence, sole or concurrent, of the District, its agents or employees; it being specifically understood and agreed that this agreement to defend, indemnify and hold harmless applies to any and all claims for loss, injury or damage caused solely or partially by the negligence of the District, their agents or employees. _____
19. Any outside vendor performing a service at your function must provide the Fishhawk Ranch Community Development District with a Liability Insurance Policy listing \$1,000,000 per occurrence and \$2,000,000 general aggregate. The policy must also name the District as an additional insured. _____
20. Any caterer performing a service at your function must provide the Fishhawk Ranch Community Development District with a Liability Insurance Policy listing \$1,000,000 per occurrence and \$2,000,000 general aggregate. The policy must also name the District as an additional insured. _____
21. Portions of the kitchen are off limits to Patrons for rentals unless you have hired a professional catering provider who brings their own equipment to use. None of the equipment in the kitchen is allowed to be used by Patrons or their provider except for the sinks, microwave, refrigerator, and water. _____
22. FISHHAWK RANCH COMMUNITY DEVELOPMENT DISTRICT SUPPORTS A NO ALCOHOL POLICY. HOWEVER, IF ALCOHOL IS SERVED/ON PROPERTY, IT IS THE UNDERSIGNED PATRON'S RESPONSIBILITY FOR ANY AND ALL ACTIONS OF THE PATRONS AND GUESTS. Additional liability insurance coverage may be required for any event that is approved to serve alcoholic beverages. This policy also pertains to certain events the District feels should require additional liability coverage on a case-by-case basis to be reviewed by the District Manager or Board of Supervisors. The District is to be named on these policies as an additional insured party and must be received a minimum of 14 days prior to the event. _____
23. The District reserves the right to require anyone appearing excessively intoxicated or displaying loud, unruly, or belligerent behavior to leave District property immediately, and the District also reserves the right to call law enforcement to enforce the same. _____

ANY VIOLATIONS OF THE RULES OF THIS AGREEMENT OR THE FACILITY RENTED WILL CAUSE THE UNDERSIGNED TO LOSE ALL OR A PORTION OF THEIR DEPOSIT MONIES.

[Please sign on following page]

I HAVE FULLY READ AND UNDERSTAND ALL OF THE ABOVE RULES AND REGULATIONS CONCERNING MY FACILITY RENTAL AT FISHHAWK RANCH COMMUNITY DEVELOPMENT DISTRICT. I CERTIFY THAT I AM A FISHHAWK RANCH CDD PATRON, AND WILL BE AT THE TIME OF THE RENTAL AND THAT I MUST BE PRESENT FOR THE ENTIRE EVENT, FROM SET UP UNTIL COMPLETION OF CLEAN UP.

Patron Signature _____

Fishhawk Ranch CDD Representative _____

Office Use:

\$200.00 Deposit: Date Received: _____

\$200 Cleaning and Sanitizing Fee: Date Received: _____

Rental Fee: Amount: \$ _____ Date Received: _____

Calendar Wiz: _____ Email Sent: _____ Access Card Verified: _____