

**Meadow View at Twin Creeks Community Development District**  
**Meadow View at Twin Creeks CDD Amenity Center Rental Application**

Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Address City State

Estimated Attendance: \_\_\_\_\_ Intended Use: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End: \_\_\_\_\_

I understand in order to receive the full refund of the clean-up deposit, the following must be done after usage:

- Removal of all decorations
- Remove all garbage, replace trash can liner, and deposit all garbage in dumpster
- Wipe down tables, chairs, countertops and sink
- Put all furniture back in original locations
- No damage to facilities, furniture, fixtures, furnishings, walls or equipment.

I have read, understood and agree to abide by all the District policies and procedures regarding the use of the facility. This includes:

- **NO beer, wine ore alcoholic beverages will be brought in or consumed on the premise** – unless a certificate of liability insurance is presented and approved by the Board of Supervisors before the rental date
- Social Hall maximum guest count allowed is 50 guests per rental. Gazebo maximum guest count allowed is 25 guests per rental, **Charlie's Grill and Demo kitchen are not available to use**
- No glass or breakable items are permitted in the facility
- Smoking is not permitted in the facility or on the pool deck
- No pets allowed, except service assistance dogs
- The volume of live or recorded music must not violate applicable to St Johns County noise ordinances

I agree to indemnify and hold harmless the Meadow View at Twin Creeks Community Development District and their agents, supervisors, officers, directors, employees and staff from any and all liability claims, actions, suits and demands by any person, corporations or other entity for injuries, death, property damage or any nature arising out of or in connection with the use of the Meadow View at Twin Creeks CDD Amenity Center and facilities. 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 understood and agree to abide by all policies and rules of the District governing the Meadow View at Twin Creeks CDD Amenity Center and 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 causes by family members, my guests and myself.** If requested, I will obtain an event insurance policy naming the Meadow View at Twin Creeks Community Development District and their agents, supervisors, officers, directors, employees and staff as additional insured.

**Make checks payable to: Meadow View at Twin Creeks CDD**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ Check #: \_\_\_\_\_

Rental Fee Amount: \$ \_\_\_\_\_ Check #: \_\_\_\_\_

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

\*\* To receive a full refund of the deposit all garbage from the party must be removed and placed in the dumpster. This is including removal of all party displays and remnants. In addition to the entire Amenity Center party area needs to be completely swept to the condition it was upon receipt of same.

Please Initial and date below for the method in which the Deposit check is returned.

Deposit Returned On: \_\_\_\_\_ Mailed: \_\_\_\_\_ Handed To: \_\_\_\_\_ Shredded: \_\_\_\_\_

# FACILITY RENTAL POLICIES

## The following policies apply to the rental of the Amenities:

- \_\_\_\_\_ 1. Patrons Only. Unless otherwise directed by the District, only Patrons may reserve designated Amenities for parties and events. Please contact the Amenity Manager in order to determine availability of the Amenities for any particular reservation. Rental reservations should be made no later than 14 days in advance in order to schedule staffing.
- \_\_\_\_\_ 2. Amenities Available for Rental: The following Amenities are available for rental: clubhouse (excluding Charlie's Grill and Demo kitchen), veranda, and multi-purpose field.
- \_\_\_\_\_ 3. Payment & Registration. At the time the reservation is made, a check or money order (no cash) for the rental fee and a separate check for the security & cleaning deposit (both payable to the District) must be delivered to the Facility Manager along with completed paperwork and insurances, if necessary. Each Patron renting the Amenities must sign and execute a Rental Agreement acceptable to the District, must schedule a time to complete a rental checklist with Facility Manager one week in advance. Regardless of whether the Rental Agreement is executed, the Patron is bound by the Rental Agreement, which is incorporated herein by this reference.
- \_\_\_\_\_ 4. Rates and Deposits. The rental rates and deposits for use of the Amenities are as set forth in the District's rules. The deposit will secure the rental time, location, and date. To receive the full refund of the deposit within 10 days after the party, the renter must:
  - i. Remove all garbage, place in the dumpster, and replace garbage liners.
  - ii. Take down all decorations or event displays.
  - iii. Otherwise clean the rented Amenities and restore them to their pre rented condition, and to the satisfaction of the District. The District may retain all or part of any deposit if the District determines, in its sole discretion, that it is necessary to repair any damages (including any clean-up costs) arising from the rental.
- \_\_\_\_\_ 5. Computation of Rental Time. **The rental time period is inclusive of set-up and clean-up time.**
- \_\_\_\_\_ 6. Duration of Rentals. Unless otherwise authorized by the District, each rental shall be for a minimum of two hours but no more than six hours. Additional fees may be charged for rentals that extend beyond the reserved hours.
- \_\_\_\_\_ 7. Available Hours. The Amenities may be rented for parties and events during normal operating hours. Additionally, the clubhouse may be rented after hours until 10:00 pm. Private events held after normal operating hours may require a staff attendant, to be paid by the patron renting the facility.
- \_\_\_\_\_ 8. Capacity. The clubhouse capacity limit shall not be exceeded at any time for a party or event.
- \_\_\_\_\_ 9. Noise. The volume of live or recorded music must not violate applicable St. Johns County noise ordinances, or unreasonably interfere with residents' enjoyment of their homes and staff offices.
- \_\_\_\_\_ 10. Insurance. Additional liability insurance coverage may be required for all events that are approved to serve alcoholic beverages, or for other events that the District determines in its sole discretion should require additional liability insurance. The District, its staff and consultants are to be named on these policies as an additional insured party.
- \_\_\_\_\_ 11. Cancellation. If the renter wishes to cancel a reservation, the cancellation must be communicated to the Facility Manager no later than two weeks prior to the scheduled event to receive 100% of the rental fee and deposit. If the event is canceled less than 3 days prior to the event 0% of the security deposit and 100% of the rental fee will be returned, unless it is canceled due to inclement weather.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_