

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 COMMUNITY ROOM  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 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 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 REMAING AFTER THAT TIME WILL RESULT IN THE LOSS OF THE FULL DEPOSIT.)**

\_\_\_\_\_ I UNDERSTAND THAT OUR CANCELLATION POLICY IS 48 HOURS PRIOR TO THE SCHEDULED EVENT. IF CANCELLED AFTER THAT TIME, NO REFUND WILL BE AVAILABLE.

\_\_\_\_\_ I UNDERSTAND THAT IF MY EVENT IS NOT COMPLETED BY THE SCHEDULED TIME, MY DEPOSIT WILL BE DEDUCTED AT THE RATE OF \$50 PER HOUR IN FULL HOUR INCREMENTS. **(ANY PARTIES THAT REMAINS ON THE PREMISES AFTER THE 10PM, WILL FORFEIT THEIR 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

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

**\$ Payable to Brandy Creek CDD**

\_\_\_\_\_  
Deposit Amount

\_\_\_\_\_  
Check Number

\_\_\_\_\_  
Date Paid

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

**IF THE CONDITION OF THE RENTAL IS NOT ACCEPTABLE WHEN YOU ARRIVE, CONTACT  
Carol Novak at (904) 613-9797 or Jim Master (904) 716-1370**

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

Deposit check retrieved  shredded  Date: \_\_\_\_\_ Initials: \_\_\_\_\_

## **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

Carol Novak at (904) 613-9797

*\*\*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 Kathy.*

### **Rental Fees and Deposits:**

**PHASE ONE:** Rental fee for the outside breezeway is \$30 for (4) hours\* (minimum) and \$10 each additional hour. The cleaning deposit fee is \$100.

Rental fee for the Activity Field area is \$50 for 8 hours\* (minimum) and \$10 each additional hour. The cleaning deposit fee is \$200.

**PHASE TWO:** Rental fee for outside pergola is \$50 for (4) hours\* (minimum) and \$10 each additional hour. The cleaning deposit fee is \$200.

Rental fee for Community Room is \$60 for (4) hours\* (minimum) and \$10 each additional hour. The cleaning deposit fee is \$200.

**\*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.johnscreekfl.com](http://www.johnscreekfl.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. 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  
4<sup>th</sup> of July  
Thanksgiving  
Christmas Day  
New Year’s Day

Memorial Day  
Labor Day  
Christmas Eve  
New Year’s Eve

### 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 cleaning/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 cleaning/security deposit. The full refund of the deposit will only be issued if cleaning is completed prior to end of rental – see *checklist*. **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. If alcohol is served (with Board approval), consumption of alcoholic beverages is limited to the Upper Pool Deck – no glass is allowed. (Contact Carol Novak at 904-230-4208 for further 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 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).**

## PHASE 2 AMENITY CENTER COMMUNITY ROOM RENTAL POLICIES:

1. Only Patrons may reserve the facility for private parties.
2. Parties are limited to a total of 50 guests.
3. Two checks or money orders are required to confirm the reservation – one check for the cleaning/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 cleaning/security deposit. The full refund of the deposit will only be issued if cleaning is completed prior to end of rental - *see checklist*. **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 tables and chairs, which must remain in the Community Room.
7. If alcohol is served (with Board approval), consumption of alcoholic beverages is limited to inside the Community Room – no glass is allowed. (Contact Carol Novak at 904-230-4208 for further 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. Wet bathing suits are not allowed in Community Room.
16. **ALL PARTIES (INCLUDING CLEAN UP) MUST BE COMPLETED NO LATER THAN 10PM (OR AS REQUESTED IN RESERVATION).**

## 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 cleaning/security deposit and one check for the rental fee. Both checks should be made out to *Brandy Creek Community Development District*.
4. The patron sponsoring a private event is responsible for any damages, including those in excess of the \$200 cleaning/security deposit. The full refund of the deposit will only be issued if cleaning is completed prior to end of rental - *see checklist*. **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. If alcohol is served (with Board approval), consumption of alcoholic beverages is limited to inside the Community Room – no glass is allowed. (Contact Carol Novak at 904-230-4208 for further information.)
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).**

NAME: \_\_\_\_\_

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

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\_\_\_\_\_ Clean up all food and drink spills

\_\_\_\_\_ Wipe out microwave if used

\_\_\_\_\_ Sweep area

\_\_\_\_\_ Clean up all food and drink spills

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

\_\_\_\_\_ Vacuum the carpet

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

\_\_\_\_\_ Empty all garbage and place in large canisters.

\_\_\_\_\_ Replace garbage liners

\_\_\_\_\_ Replace garbage liners

\_\_\_\_\_ Remove all party items from facility

\_\_\_\_\_ Remove all party items from facility

\_\_\_\_\_ **Make sure that all doors are locked.**

\_\_\_\_\_ Fold and store all tables and chairs

Notes/Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature*

Room has been returned to original condition

\_\_\_\_\_  
Time

Completed

\_\_\_\_\_  
Date

Completed

\*\*Leave this form in the location binder