

Lakeside Plantation

2200 Plantation Boulevard

North Port, Florida 34289

(941) 423-5500

FACILITY RESERVATION AND USE AGREEMENT

Date Requested _____

Purpose of Event _____

Name of Homeowners Association or Community Club Hosting Event (if applicable) _____

Organizer/Responsible Resident(s) _____

Street Address _____

Telephone _____ Email _____

Note: The CDD facilities may ONLY be rented by the following, who must be eighteen (18) years or older:

- i. Residents (includes both events held by the Resident and events sponsored by the Resident);
- ii. Renters;
- iii. Non-Resident Members;
- iv. Homeowners Associations; and
- v. Community Clubs.

I. ROOM RESERVATION: (Please Circle) Great Room, Catering Kitchen, Multipurpose Room

The Swimming Pool/Spa area, Billiards Room, and Exercise Room may not be reserved for exclusive use at any time. **Absolutely no access will be granted to the pool or tennis court areas.** Use of the Clubhouse is on a first-come first-serve basis with the CDD office reserving the right to refuse any application. Residents may appeal the decision to the CDD Board of Supervisors at their next available meeting.

II. PEOPLE IN ATTENDANCE:

The Great Room is limited to 88 seated at round and or oblong tables. Additional guests will be turned away by Clubhouse Management.

The Great Room may also be rented for assemblies; however it must be theatre-style seating and may not exceed **88 total** participants.

The Multipurpose Room is limited to seating for 24 seated and 28 participants if assembly style seating.

Number of people in attendance/Room Setup: _____

III. EVENT HOURS:

Hours of Operations are 9 a.m. to 9 p.m. The Great Room may be reserved for one event for the Great Room, and a maximum of 6 hours for the Multipurpose Room. Additional set-up times must be prearranged and will cost \$25.00 per hour. **A \$50.00 Closing Charge** for each additional "half hour" will be added to the total cost of the rental fee if the group requires additional cleanup time. Homeowners Associations and Community Clubs are not required to pay such additional charges. This must be prearranged or this amount will be taken out of the security deposit. **Hours requested: From _____ to _____.**

IV. RESERVING THE REQUESTED DATE: The CDD reserves all rights to limit access to the Clubhouse due to prearranged events sponsored by the CDD. If the date requested is available, a **Security Deposit of \$300.00 for the Great Room and/or \$50.00 for the Multipurpose Room** must be paid and this agreement signed by the responsible party to hold a "requested date". The check should be made payable to Lakeside Plantation CDD. No credit cards will be accepted. A refund will be given if there is no damage to the facility, clean-up was completed and all instructions, including capacity and parking requirements, were followed. **Groups who do not abide by the 9:00 p.m. closing hour, a community policy, will be charged a \$50.00 Closing Fee for each additional 30 minutes the Clubhouse is occupied after the required closing time.**

V. CATERING: Any group using the catering kitchen will be expected to return it to an acceptable state of cleanliness, including trash removal. If using a professional caterer, this condition must be adhered to by the caterer.

Catering: _____ Yes, I will hire a professional Caterer

_____ No, I will make my food arrangements; please describe below:

VI. ALCOHOL CONSUMPTION: _____ YES _____ NO

If yes, Please complete the attached form.

Event Liability Insurance is needed. If an event is catered, the caterer may provide the CDD office with proof of liquor liability insurance. If not, you can contact your insurance carrier to write an extension on your coverage for this event. At least seven (7) days prior to the event the CDD office must receive a letter on your homeowner's insurance company's letterhead stating that you have a "Host Liquor Liability Policy".

If yes, a qualified bartender must be present to serve guests, and should you have more than fifty (50) guests, you must provide security in the form of off-duty or retired police officer or law enforcement officer.

Without limiting the generality of the foregoing, the organizer/responsible resident agrees that no alcohol beverages will be served to any person under the age of 21 or to any person already intoxicated.

VII. ENTERTAINMENT: Since the Clubhouse facilities remain open to all residents, the volume and appropriateness of all entertainment must meet the CDD office approval.

VIII. NO SMOKING: All rooms at the Lakeside Plantation Clubhouse are designated as smoke free environments....Smoking is prohibited!

IX. DECORATING: The group will be limited to table top and wall decorations (push pins only). Requests for ceiling decorations will be considered and must be pre-approved by the CDD office. No Clubhouse decorations may be removed. No Smoke/Fog machines are permitted. If food is being served, table cloths must be used on all tables.

X. LIMITED PARKING: The group will be restricted to Clubhouse parking facilities. The parking lot is limited to 47 parking spaces and 5 handicapped parking spaces with a maximum capacity of 52 vehicles.

XI. LIMITED ACCESS: Participants access must be limited to the area booked for this event. Absolutely no access will be granted to the pool or tennis court areas. Photos may be taken at the gazebo and picnic areas behind the Clubhouse or at the fountains and arbors at the front entrance of the community.

XII. SET-UP AND CLEANUP: Clubhouse staff will provide set-up and teardown of all tables and chairs; provided, however, that Clubhouse staff will only provide such set-up and teardown services for events hosted by a Homeowners Association and/or Community Club if the set-up and/or teardown will occur during times in which the Clubhouse is already planned to be staffed by the CDD or its management company. Otherwise, the Homeowners Association and/or Community Club is fully responsible for the set-up and/or teardown of tables and chairs for its event. The organizer/responsible party must be present during set-up and teardown. The organizer/responsible party is also responsible for removing all trash from the room, cleaning up the decorations and returning the overall condition of the room to the condition at the beginning of the function.

XIII. PAYMENT: The event must be paid in full thirty (30) calendar days prior to the event date.

Great Room: Maximum of 6 hours may be reserved for each event and the cost is \$250.00. If additional time is needed to decorate for this event, the morning may be reserved at an additional fee of \$25.00 per hour. If an event exceeds the contracted time for any reason, the resident booking the event will be charged \$50.00 per half hour in excess.

Room Rental: \$250.00 (6 hours Maximum)
Additional Setup Access: \$25.00 per hour
Closing Fee: \$50.00 per half-hour, after 9:00 p.m.
Security Deposit \$300.00 certified check or money order.

(All fees include tax)

Note: For Resident-sponsored events (i.e. events hosted by family or friends of a Resident who sponsors such event) the sponsoring Resident must personally pay the room rental fee and security deposit. The Resident must also be in attendance at the function or they will forfeit their security deposit.

Note: Homeowners Associations and Community Clubs are not required to pay the Additional Setup Access Fee and/or Closing Fee.

Multipurpose Room Rental: Minimum of 1 hour may be reserved for each event and the cost is \$25.00 per hour with a maximum of 6 hours reserved.

Room Rental: \$25.00 per hour (up to 6 hours maximum)
Additional Setup Access: \$25.00 per hour
Closing Fee: \$50.00 per half-hour, after 9:00 p.m.
Security Deposit \$50.00 certified check or money order.

(All fees include tax)

Note: Pursuant to the District's Amenity Facilities Policies, a Homeowners Association and/or Community Club may rent the Great Room and/or Multipurpose Room for a resident-oriented function without cost (not including any costs associated with damage to the facilities caused by such event, which amount shall be borne by such entity or the organizer/responsible resident).

Note: Homeowners Associations and Community Clubs are not required to pay the Additional Setup Access Fee and/or Closing Fee.

XIV. SPECIAL REQUESTS: Must be accepted by the CDD Clubhouse/Activities Coordinator. Residents may appeal a denial to the CDD Board.

XVI. VENDORS/MERCHANDISE: Any Vendor who will sell or giveaway merchandise must have a copy their business license and insurance on file with the CDD office.

XVII. SECURITY DEPOSIT: At the conclusion of the event and upon inspection, the CDD shall either **1)** return the security deposit to the organizer/responsible resident if there is no damage to the CDD property or cleaning required or **2)** charge the organizer/responsible resident for any damage to the CDD property and for cleaning required and apply the security deposit to the charge. If the damage to the CDD property and/or cleaning is less than the security deposit, the excess amount from the deposit shall be returned to the organizer/responsible resident. If the damage to the CDD property and/or cleaning exceeds the security deposit, the organizer/responsible resident will be responsible for and will be billed for any costs over and above the security deposit. All such charges must be paid to the CDD no later than thirty (30) calendar days after the invoice date.

Note: A resident sponsoring an event for family and friends must also be in attendance at the function or they will forfeit their security deposit.

XVIII. ILLEGAL OR DISRUPTIVE BEHAVIOR: Any group or individual which is conducting an illegal activity in the facilities may be required to immediately exit the facilities and may be suspended or prohibited from using the facilities.

XIX. ANIMALS: Only dogs trained to assist or aid disabled persons and are actually being used for the purpose pf assisting or aiding such person are permitted in the clubhouse.

XX. INDEMNIFICATION AND HOLD HARMLESS: The responsible party/event organizer agrees that this application applies to himself or herself and all of his or her guests, agents, officers, directors, employees, consultants or similar persons. Nothing contained in these policies shall constitute or be construed as a waiver of the Lakeside Plantation Community Development District's limitations on liability contained in Section 768.28, F.S., or other statutes.

XXI. CANCELLATION POLICY: Cancellation of any event MUST be cancelled twenty (20) days prior to event date in order to receive full refund of room rental and security deposit. IF CANCELLATION IS RECEIVED LESS THAN TWENTY (20) DAYS PRIOR TO EVENT DATE, RESIDENT FORFEITS ROOM RENTAL RATE HOWEVER, RESIDENT WILL RECEIVE FULL REFUND OF SECURITY DEPOSIT.

ACCEPTANCE OF ALL TERMS AND CONDITIONS:

Upon signature of this application, the responsible party/event organizer agrees to be liable for any and all damages, losses, and expenses incurred by the CDD, caused by the acts and/or omissions of the responsible party/event organizer, or any of his or her guests, agents, officers, directors, employees, consultants, or similar persons.

The responsible party/event organizer agrees to indemnify, defend, and hold the CDD harmless of any and all claims, suits, judgments, damages, losses and expenses, including but not limited to, court costs, expert witnesses, consultation services and attorney fees, arising from any and all acts and/or omissions of the responsible party/event organizer, or any of his or her guests, agents, officers, directors, employees, consultants or similar persons.

I understand that this is an application only and does not obligate the Lakeside Plantation CDD in any fashion to reserve any facility and/or approve any event. I have read, understand and agree to abide by the policies set forth by Lakeside Plantation CDD.

I (We) agree to all of the above listed terms and conditions and will ensure that all participants in my group will adhere to these conditions.

Print Name(s) **Date**

Signature(s) **Date**

Witnessed by: _____

_____ **Valid license to verify age, checked**

LAKESIDE PLANTATION
Community Development District

FEE SCHEDULE – EFFECTIVE 2014

Community Center Room Rental Fees:

Great Room:

Room Rental	\$250.00 (6 hours maximum)
Security Deposit	\$300.00
Additional Setup Access	\$25.00 per hour
Closing Fee	\$50.00 per half-hour, after 9:00 p.m.

Library/Multipurpose Room:

Room Rental	\$25.00/Hr. (6 hours maximum)
Security Deposit	\$50.00
Additional Setup Access	\$25.00 per hour
Closing Fee	\$50.00 per half-hour, after 9:00 p.m.

Note: Pursuant to the District's Amenity Facilities Policies, a Homeowners Association and/or Community Club may rent the Great Room and/or Multipurpose Room for a resident-oriented function without cost (not including any costs associated with damage to the facilities caused by such event, which amount shall be borne by such entity or the organizer/responsible resident).

Note: Homeowners Associations and Community Clubs are not required to pay the Additional Setup Access Fee and/or Closing Fee.

Tennis Club Membership Fees:

Family:

Annual Package (up to 5 people)	\$550.00
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Single:

Annual Package	\$400.00
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Seasonal:

Family	\$360.00
Single	\$260.00

ADDITIONAL FEES TO BE ADDED

Card Passes (Exercise Room, Card Room, Billiard Room):

The CDD will currently issue up to two cards per household, one per adult. All residents 15 and older must have their own card. An additional fee of \$10.00 per card will be imposed for all cards issued past the first two including lost cards. All guest(s) must be registered and a \$10.00 refundable deposit will be paid. If the card is returned then the deposit is returned.

From time to time, the District may offer other events, such as activities or classes, and charge and collect participation fee. These fees may vary, but in no event shall exceed \$150.00 per person, per event. The actual participation fee to be charged for any specific event shall be dependent upon the nature of the event, the price of the vendor providing the event, and/or the other costs to the District in hosting the event.