

The Lodge at Seven Pines

Boggy Branch CDD
12082 Reunion Circle
Jacksonville, FL 32224

Rental Agreement & Conditions

Date Requested: _____

Time Requested: _____

Type of Event: _____

Renter: _____

Address: _____

Phone Number: _____

Email Address: _____

I. Facility Rental Terms and Fees for the Lodge at Seven Pines

Check Rental Room	Event Room or Equipment	Maximum Rental Time	Maximum Occupancy	Rental Rate	Security Deposit	Rental Rate Due (Staff Use)	Security Deposit Due (Staff Use)
	Club Room & Designated Patio Areas	6 Hours	80 people	\$2,500	\$1,500		
	Alcohol Security Fee - Club Room	6 Hours	n/a	\$500	n/a		
	Party Pavilion & Cauldron	4 Hours	20 people	\$500	\$500		
	Splash Pad & Designated Patio Area	4 Hours	20 people	\$1,000 plus Lifeguard	\$1,000		
	Kayak	2 Hours	per Kayak Limit	Free with Return Policy	n/a		
TOTAL DUE							

* The Rental Area Exhibit attached specifies the exact location of each rental area above.

Initial Below	TERMS AND CONDITIONS OF YOUR RENTAL
	1) Insurance. I understand I am required to provide an insurance rider from my Homeowners Insurance Policy, naming the Boggy Branch CDD, for \$1,000,000.
	2) Rental Deposit. I understand that the deposit posted will secure the rental time, location and date, in addition to providing the District security in the event of loss or damage during use. To receive the full refund of the deposit within 10 days after the party, I must: a. Remove all garbage, place in dumpster and replace garbage liners; b. Take down all decorations or event displays; and c. 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.
	3) Rental Time. I understand the time reserved includes set up and clean up and the renter must be present at all times.
	4) Rental Areas. I confirm that I have reviewed the Rental Areas Exhibit. I understand my rental space is limited to the areas specified on that exhibit. I understand that the only restroom and entrance to be used during my rental is designated on that exhibit, and use of the restricted areas is prohibited during my rental.
	5) Pool & Splash Pad Use Prohibited. I understand that guests are restricted to the rented space only and the use of the pool and Splash Pad is prohibited.
	6) Will you be serving alcohol? Yes ____ No ____ a) If yes, I confirm I have read and will comply with the terms of Section VII. Alcohol Consumption. I understand non-compliance will result in my reservation being cancelled immediately and could result in the forfeiture of my deposit. b) (Clubroom Only - if Yes to #6) How many guests are expected for your event? ____ c) (Clubroom Only if you responded YES to #6, and #6b is greater than 20 guests) I understand that I am required to pay an Alcohol Security Fee in addition to the rental rate and deposit. This fee will cover the cost of employing security during my event as required by the CDD.
	4) Will you have catering? (Club Room Only) Yes ____ No ____ a) If yes, I confirm I have read and will comply with the terms of Section VI. Catering. I understand non-compliance could result in forfeiture of my deposit.
	5) Indemnification and Hold Harmless. I acknowledge and agree to Section V. Indemnification and Hold Harmless.

II. General Rental Information

- (1) The Swimming Pool, Pool Deck, Fitness Center, Group Fitness Center, Pickle Ball Courts, Parks, Event Lawns, and other Green Spaces may not be rented for exclusive use at any time. The only areas available for rental are specified in I above and shown on the Rental Area Exhibit.
- (2) The Lifestyle Manager has the right to refuse any application. Residents may appeal the refusal to the Boggy Branch CDD Board of Supervisors.
- (3) Rentals will be allowed a maximum of 1 time per week (excluding blackout dates) on a first-come first serve basis. For clarity, a Club Room rental in a specific week would be considered one rental, and no additional rentals would be allowed that same week in

- any rental area.
- (4) Rental date and time availability is at the discretion of the Lifestyle Manager and will be second to planned resident events hosted by the CDD.

III. Event Hours and Reservation Process

- (1) Daily hours of Operation are from 8:00am to 10pm.
- (2) The Lifestyle Manager will take rentals for the event facilities at the Lodge at Seven Pines.
- (3) See Facility Rental Fee Schedule. Setup, breakdown, and cleanup is included in the rental time.
- (4) Rental reservations must be made in person at least two (2) weeks prior to the event with a completed **Rental Agreement** approved by the Lifestyle Manager.

IV. Cancellation Policy

- (1) Rentals will be held for fifteen (15) minutes past the scheduled start time before re-assigning the reservation time.
- (2) No personal “standing” rentals are allowed for the Lodge at Seven Pines.
- (3) Rental cancellations must be made in writing two (2) weeks to the Lifestyle Manager prior to the confirmed Event to receive the full rental fee and the full deposit.

V. Indemnification and Hold Harmless

- (1) The Renter agrees that the terms of this **Rental Agreement** apply to them and all of their guests, agents, vendors, merchandisers, employees, consultants, or similar persons.
- (2) The Renter agrees to provide an insurance rider from their Homeowners Insurance policy, naming the Boggy Branch CDD for \$1,000,000.
- (3) If required under VII below, the Renter agrees to provide a Liquor Liability Insurance rider from their Homeowners Insurance policy, naming the Boggy Branch CDD for \$1,000,000.
- (4) The Renter agrees to indemnify and hold harmless the Boggy Branch CDD for all damages and claims made in connection with the use of the Lodge at Seven Pines per the Rental Agreement.
- (5) Nothing contained in these policies shall constitute or be construed as a waiver of the Boggy Branch CDD’s limitations of liability.

VI. Catering (only allowed for Club Room Rentals)

- (1) The Renter will be responsible for returning the kitchen and the reserved location to a clean state, including trash removal, wiping down used utensils, counters, and tables.
- (2) If a Caterer or Vendor is employed for the Event, liability insurance held by the Caterer or Vendor will be required.
- (3) The Kitchen is not to be used for cooking food.

VII. Alcohol Consumption

- (1) The Renter is solely responsible for any all damages suffered by the Renter or others as a result of consumption to include, but not limited to, property damage, personal injury, death, disfigurement, or loss of consortium (“Damages”). The Renter acknowledge that it is against the law to serve, provide, or make available alcohol to anyone under the age of twenty-one (21), agrees not do so, and will be liable for Damages that result from any actions in connection with someone under the age of twenty (21) consuming alcohol.
- (2) **Applicable to Club Room - Over 20 attendees (excluding minors):**
 - A. If alcohol is present and consumed, an additional fee will be due at time of reservation for the CDD to employ security which will be onsite for the duration of the event. See “Alcohol Fee” in section I above.
 - B. If alcohol is present and consumed, proof of Liquor Liability Insurance will be required at Event reservation. The Renter can contact their insurance company to add a “rider” to their policy to include Liquor Liability Insurance. The insurance company will be

- required to send written proof the Renter has the required insurance. The communication needs to take place a minimum of seven (7) days prior to the event.
- C. With Liquor Liability Insurance, a qualified bartender must be present to serve guests.

I AGREE TO THE TERMS OF USE BELOW: _____

Entertainment: All Boggy Branch CDD Residents and Property Owners have access to the Event Facilities at the Lodge at Seven Pines. Volume and appropriateness of all entertainment for Event must meet the Lifestyle Manager's approval.

No Smoking: All rooms and open areas in and around the Lodge at Seven Pines are designated as Non-Smoking Areas.

Decorating: Decorations in and around the Lodge at Seven Pines and its Event Facilities are limited to tabletop. Wall and ceiling decorations are prohibited. No decorations or objects from the Lodge at Seven Pines may be removed. Smoke and fog machines are not permitted. Candles, incense and other similar items are not permitted. Table linens must be used on all tables if food is served.

Bounce Houses: Bounce Houses and similar large inflatables are prohibited.

Limited Parking: Parking is not allowed on the Community Common Areas, Lawn area, or private property.

Limited Access: Event participants' access to the Lodge at Seven Pines is limited to the approved Event Facility. Photos may be taken on the property, provided no Residents are inconvenienced.

Cleanup: The Renter must be present at the event setup and breakdown. The Renter is responsible for removing all trash, and personal decorations. The Renter is responsible to return the Event Facility to its original condition. All cleaning products must be approved by the Lifestyle Manager prior to using. The Lifestyle Manager and the Renter will inspect the reserved Event Facility for compliance. If the Facility is not cleaned to its original condition, the Boggy Branch CDD reserves the right to hire a cleaner and the Renter's deposit will be forfeited.

Vendors and Merchandise: Vendors must present a copy of their business license and business insurance if they sell or provide merchandise at no cost.

Illegal, Disruptive, or Inappropriate Behavior: Any group or individual displaying illegal, disruptive, or inappropriate behavior may be required to immediately leave the Lodge at Seven Pines and its Event Facilities. Based on the severity of the behavior, the group or individual may be suspended or prohibited from using the Lodge at Seven Pines and other CDD facilities.

Animals: Animals, (with the exception of service animals), are not permitted at The Lodge.

(Resident / Patron) Print Name

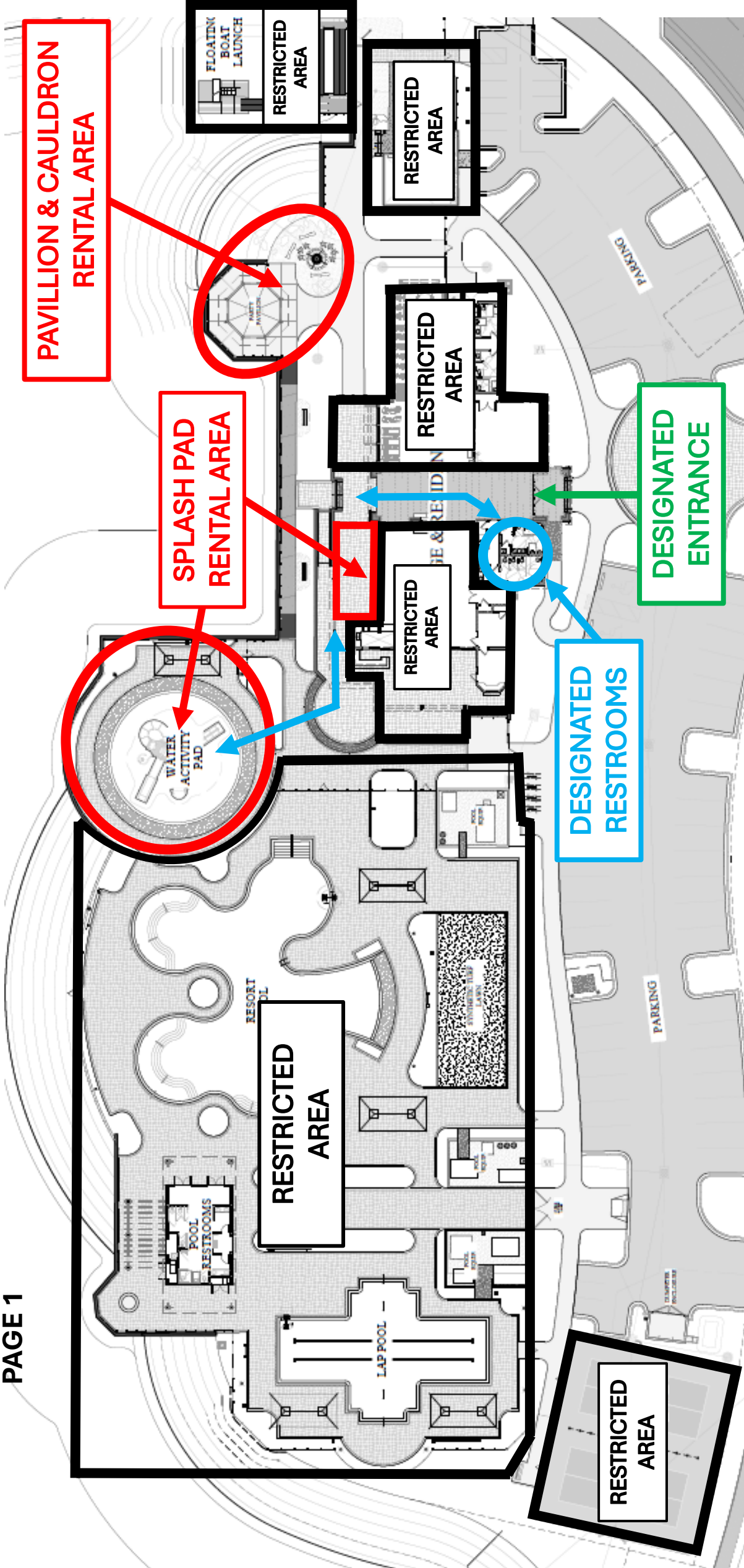
(Approver) Print Name

(Resident / Patron) Signature

(Approver) Signature

Date

Date



DESIGNATED
ENTRANCE

DESIGNATED
RESTROOMS

