



Beach Community Development District
12788 Meritage Blvd.
Jacksonville, FL 32246
904-329-2277

Security Overview of Reservation

Resident Name: _____

Resident Phone Number: _____

Resident Email: _____

Date of Reservation: _____ **Hours of Reservation:** _____

Reservation Area: _____ **Type of Event:** _____

Number of Attendees: _____ **Age Group of Attendees:** _____

Alcohol: Yes / No

Security Dress Attire: _____



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Facility Reservation Application with Use Agreement and Conditions

Resident Information

Resident/Member Name: _____

Today's Date: _____

Address: _____

Email: _____ **Phone Number:** _____

Rental Information

Date of Reservation: _____ **Area to be Reserved:** _____

Time of Reservation: _____ **Type of Event:** _____

How Many Attendees: _____ **Catering: YES/NO** **Alcohol: YES/NO**

I. Room Reservation

The Swimming Pool, Waterslide Area, and Fitness Center may not be reserved for exclusive use at any time. Absolutely no access will be granted to the tennis or basketball court areas. Use of the Tamaya Amenity Center is on a first come, first serve basis with the Beach Community Development District Office reserving the right to refuse any application. Residents may appeal the decision to the Community Development District Board of Supervisors at its next scheduled meeting.

- ❖ Reservations must be made at least two weeks in advance of the event date. Staff will take reservations on a "first come, first serve" basis. Reservations can be made only in person by completing and presenting this form to amenity staff along with a rental check and deposit check made out to Beach CDD.

Patrons may reserve for rental certain portions of the Amenity Facility for private events. Reservations may not be made more than four (4) months prior to the event or made less than two (2) weeks prior to the event. A wedding and reception may be booked more than four (4) months prior to the event. Each household may rent a portion of the Amenity Facility no more than six (6) times per calendar year. The Pool Cabana is the only rental area that allows access to the pool.

Persons interested in doing so should contact the Amenity Manager regarding the anticipated date and time of the event to determine availability. Please note that the Amenity Facility is unavailable for private events on Memorial Day Weekend, Labor Day Weekend, or any other weekend on which a

federal holiday falls on either a Monday or Friday (with exception of Martin Luther King Day, Washington's Birthday, Columbus Day and Veterans Day). The Amenity Facility is also unavailable on Easter, 4th of July, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

- ❖ Residents may plead their case for management discretion; additional fees may apply if granted.
- ❖ The Large Event Lawn may be used non-exclusively by a Patron and no more than four guests without a rental contract. Use of the Large Event Lawn by a Patron with more than four guests requires a rental contract, which must be completed and presented to Amenity staff along with a deposit check made out to Beach CDD two weeks in advance, and is subject to the following policies: The Large Event Lawn may be rented for no longer than eight hours. Patrons using the Large Event Lawn shall be responsible for the costs of cleaning and/or repairing any adverse impacts to the lawn. Any failure to clean and/or repair the Large Event Lawn will result in the security deposit being used to pay for such cleaning and/or repair, and Patron shall be responsible for all amounts, if any, in excess of the security deposit. Patrons are encouraged to photograph the Large Event Lawn prior to and after rental to document any damages. Patrons shall be responsible for any damage caused by their guests and, if a third party vendor is being used during the rental period, Patrons are required to furnish liability insurance for one million (\$1,000,000.00) from the third party vendor, and the certificate of liability insurance must name the District as the co-insured and the certificate holder. Rentals of the district's property, including the Large Event Lawn, for events accommodating more than 100 guests shall require the District's written approval at least two months in advance of the event.

II. Facility Rentals	<u>Rental Rate</u>	<u>Security Deposit</u>
1) Boardroom	\$150.00	\$150.00
a) Limit of 4 Hours and 12 Attendees.		
2) Group Fitness Room	200.00	\$350.00
a) Limit of 4 Hours and 25 Attendees.		
3) Pool Cabana	\$150.00	\$150.00
a) Limit of 4 Hours and 25 Attendees.		
4) Palm Court and Bar	\$200.00	\$200.00
a) Limit of 4 Hours and 50 Attendees.		
5) Tamaya Hall	\$700.00	\$750.00
a) Limit of 6 Hours and 80 Attendees.		
6) Tamaya Hall, Palm Court, and Bar	\$1,500.00	\$750.00
a) Limit of 8 Hours and 130 Attendees.		
7) Large Event Lawn	No Charge	\$350.00
a) Limit of 8 Hours and 100 Attendees.		
❖ All areas may be rented for an additional \$25.00 per hour, excluding the Event Lawn.		

III. People in Attendance

Initial _____/_____

Residents must be prepared to discuss the size of the event when establishing a rental with the Facility Manager. Different facility areas have different capacities set by building code. The Facility Manager has the discretion to limit the size of the event after determining the details presented by the resident. Any guests in excess of the number agreed for the rental will be turned away by the Facility Manager.

IV. Event Hours

Tamaya Hall: Daily Hours of Operation are determined by Beach CDD. The Event Lawn is on a first come, first serve basis. Any event times that will end later than 7:00 p.m. must be approved by Beach CDD/Board of Supervisors.

V. After Hours Staffing

Initial _____/_____

- ❖ Reservations in Tamaya Hall or Palm Court extending past 6:00 p.m. and/or including more than 25 attendees require the presence of a security officer at a rate of \$35.00 per hour to be paid by the resident at the time of rental registration. (The Facility Manager will help schedule an officer.)
- ❖ Security is required for any rentals where alcohol (approved by the District in advance) is present regardless of the number of Attendees.
- ❖ Officer Dress preferences (Renter to also further discuss with service provider):
Uniform _____ Suit _____ Plain Clothes _____ (note if jeans not allowed.)

VI. Security Deposit

Initial _____/_____

Payment of the security deposit and rental fee will secure the rental time, location, and date. 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 cleanup costs associated with the rental. To receive the full refund of the security deposit within ten (10) days after the event, the renter must:

- Ensure that all trash generated by the rental is removed and placed in the dumpster.
- Remove all displays, favors or remnants of the event.
- Restore all furniture and other items to their original position.
- Wipe off counters, tabletops and sink area.
- Replace the trash bag.
- Clean out and wipe down the refrigerator and all cabinets and appliances used.
- Clean any windows and doors in the rented area.
- Ensure that no damage has occurred to the Amenity Facility.
- Residents, Organizers and Guests are required to adhere to all Tamaya Amenity Facility rules and policies. Failure to comply with such rules and policies may result in the forfeiture of the resident's security deposit and termination of the reservation.
- Pets (with the exception of "Service Animals") are prohibited from all facilities.

It is suggested you take photos before and after your reservation for your records in case they are needed for review.

VII. Catering

Initial _____/_____

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

Catering Company:_____.

Other Food Arrangements:_____.

VIII. Alcohol Consumption

Initial_____/_____

- Event Liability Insurance in the amount of one million dollars (\$1,000,000.00) is required. The liability insurance must name Beach CDD as the co-insured and as the certificate holder. If an event is catered, the caterer must also provide the District proof of insurance, including liquor liability insurance. The renter may provide some other form of insurance acceptable to the Facility Manager. The District must receive proof of insurance at least fourteen (14) days prior to the event. Such proof may be in the form of a letter on your homeowner insurance company's letterhead stating that you have a "Host Liquor Liability Policy" or some other form acceptable to the District Manager.
- ❖ A licensed bartender must be provided to serve alcohol to guests.
- ❖ No glass, breakable items, or alcohol are permitted in the pool area.
- ❖ Without limiting the generality of the foregoing, the resident organizer of the event agrees that no alcoholic beverages will be served to any person under the age of 21 or to any person already intoxicated.

IX. Entertainment

Initial_____/_____

Since the Amenity Facilities remain open to all residents, the volume and appropriateness of all entertainment must meet the Amenity Staff's approval.

X. No Smoking

Initial_____/_____

All rooms at the Tamaya Amenity Center are designated as smoke free environments and smoking and vaping are prohibited.

XI. Decorating

Initial_____/_____

The resident organizer will be limited to only tabletop decorations. No wall or ceiling decorations, or confetti are permitted. No decorations or objects from the Tamaya Amenity Center may be removed. No smoke or fog machines are permitted. Candles or open flame is not permitted. If food is being served, then table linens must be used on all tables.

XII. Limited Parking

Initial_____/_____

The resident organizer will be restricted to the Tamaya Amenity Center parking lot. The parking lot has limited general parking and handicapped parking spaces, with a maximum capacity of 96 vehicles. No residents or guests may park on the Event Lawn at any time for any reason.

XIII. Limited Access

Initial_____/_____

Participant's access shall be limited to the area booked for this event. Absolutely no access will be granted to the tennis courts or basketball court areas. Pool access is only allowed with the rental of the Pool Cabana. Photos may be taken on the property as long as other residents are not bothered.

XIV. Cleanup

Initial_____/_____

The resident organizer of the event must be present during setup and teardown. The resident organizer is also responsible for removing all trash from the room, cleaning up the decorations, and returning the room to its original condition before the rental. All chemicals used for cleaning must be approved by the Facility Manager to prevent any damage to the property.

XV. Payment Initial_____/_____

At the time the reservation is made, two checks or money orders, one for the damage/security deposit and one for the room rental, both made out to Beach Community Development District must be delivered to the Facility Manager along with the completed paperwork and insurance, if necessary. Payment of the security deposit and rental fee will secure the rental time, location, and date.

XVI. Special Requests Initial_____/_____

All special requests must be approved by the Facility Manager. Residents may appeal a denial to the Beach Community Development District Board. Please list any special requests:

XVII. Vendors and Merchandise Initial_____/_____

Residents may not use District property to engage in any commercial activity of any kind. Residents may not rent any amenity facility for the purpose of engaging in commerce.

XVIII. Illegal or Disruptive Behavior Initial_____/_____

Any individual or group engaging in any illegal activity while on District property will be subject to arrest and removal from the facilities. Any resident engaging in any illegal activity while on District property will be subject to the same and will have their amenity facility privileges suspended until the next CDD meeting for District review.

Patron and Patron's Guests are required to adhere to all Amenity Facility rules, policies, and directions from Amenity Facility Staff.

XIX. Animals Initial_____/_____

Only service animals with proper identification/vests are permitted in the Tamaya Amenity Center.

XX. Indemnification and Hold Harmless Initial_____/_____

The below signed individual or entity agrees to defend, indemnify, and hold harmless the District and its respective supervisors, agents, employees, and contractors from any and all liability, claims, action, suits or demands by any person, corporation or other entity for any injuries, death, theft and real or personal property damage of any nature arising out of or in connection with the use of the facilities contemplated by this document, including litigation or any appellate proceedings with respect thereto.

The resident organizer of the event agrees that the terms set forth herein apply to himself or herself and all his or her guests, agents, directors, employees, consultants or similar persons. Nothing contained in these policies shall constitute or be construed as a waiver of the Beach Community Development District's limitations on liability contained in section 768.28, Florida Statutes or other Statutes.

XXI. Cancellation Policy Initial_____/_____

Reservations will be held for 15 minutes after the reservation start time listed on this application before the reservation is considered canceled. There are no personal "standing" reservations allowed for the facilities listed in the reservation policy. If the renter wishes to cancel a reservation, the cancellation must be communicated to the Facility Manager no later than two (2) weeks prior to the scheduled event to have the full rental fee and

the full deposit returned. If the event is cancelled less than two (2) weeks prior to the event, only the rental fee, but none of the security deposit, will be returned.

Resident/Member Signature: _____

Print Name: _____ Date: _____

Witnessed By: _____ Date: _____

Contract Summary/Receipt:

Reservation Area: _____ Reservation Time: _____

Additional Hours Needed: _____ at \$ _____ each = \$ _____

Security Needed: Y/N Security Rate at \$35.00/hour for _____ hours = \$ _____

Insurance Needed: Y/N Date Received: _____

Rental Fee: \$ _____ Security Deposit: \$ _____

Date Rental Fee and Security Deposit was Collected: _____

Deposit Refunded: _____



12788 Meritage Blvd, Jacksonville, FL 32246

Phone: 904-329-2277

Room Rental Checklist for _____

Address : _____

Rental Date: _____ **Time of Rental:** _____ **Phone:** _____

Resident **Check-in** completed by _____ **Time:** _____

Renter Tamaya

Items Inspected

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | -All tabletops/countertops free of debris and wiped down. |
| <input type="checkbox"/> | <input type="checkbox"/> | -All trash is to be removed. You may take your trash with you or dispose of it in the District's dumpster. If you do not know where the dumpster is, ask staff to show you. Replace the trash bag. (Trash bags can be found in the drawer if you did not supply your own. Verify that trash bags are available. |
| <input type="checkbox"/> | <input type="checkbox"/> | -Floors free of debris and swept. A broom, mop and/or vacuum (circle all that are applicable) will be left out for your use. ** Leave in a safe corner. |
| <input type="checkbox"/> | <input type="checkbox"/> | -Furniture returned to original position. |
| <input type="checkbox"/> | <input type="checkbox"/> | -Furniture void of any debris, stains, tears, or other damage. |
| <input type="checkbox"/> | <input type="checkbox"/> | -Carpet/floor covering void of any stains or spills. |
| <input type="checkbox"/> | <input type="checkbox"/> | -All items above are completed by the end of my rental |

Use or attempted use of the POOL SLIDE when it is closed or improper use of the POOL SLIDE during hours of operation is a serious violation and may result in the forfeiture of the rental deposit and/or the loss of all amenity privileges.

Renter's Initials_____

****Please note:** It is recommended that you take pictures of the rental space before and after your event along with pictures of any District equipment you used to protect yourself from any claims of damage or missing property.

Thank You!

Renter

Date

Staff/security at end of event

Date

Tamaya Staff/Rep doing check in of the checkout

Date

For District Management: Rental Area and Fee: _____

Deposit amount _____. Deposit return approved on _____

Comments/Suggestions:

REVISED DATE 02/24/2022