

TAMAYA AMENITY CENTER: COMPREHENSIVE FACILITY RENTAL AGREEMENT

This **Master Facility Rental Agreement** ("Agreement") is entered into between the **Beach Community Development District** ("District"), located at 250 International Pkwy., Suite 208, Lake Mary, FL 32746, and the undersigned **Resident/Member** ("Renter").

The Tamaya Amenity Center is located at 12788 Meritage Blvd., Jacksonville, FL 32246. This unified document incorporates all policies regarding space usage, fees, conduct, and legal responsibilities for the temporary use of the Tamaya Amenity Center.

SECTION I: RESIDENT AND EVENT REGISTRATION DATA

The following information must be provided in full at the time of application to ensure all necessary data is captured for the booking.

1.1 Resident Information

Field	Resident Data
Full Legal Name	
Tamaya Address	
Primary Phone Number	
Primary Email Address	
Emergency Contact Name	
Emergency Contact Phone	
Today's Date	

1.2 Event Specifications

Field	Data
Date of Reservation	
Type of Event	
Total Expected Attendance	
Setup\Access Time	
Event Start Time	AM/PM
Event End Time	AM/PM
Cleanup/Departure Time	AM/PM

Field	Data
Total Block Hours	

SECTION II: FACILITY SELECTION AND CAPACITY VERIFICATION

Check the specific area(s) to be reserved. Standard durations and attendee limits apply.

Selection	Facility Area	Max Capacity	Standard Duration	Rental Fee	Security Deposit
<input type="checkbox"/>	Boardroom	12	4 Hours	\$200.00	\$150.00
<input type="checkbox"/>	Group Fitness Room	25	4 Hours	\$250.00	\$150.00
<input type="checkbox"/>	Pool Cabana (Includes pool access)	25	4 Hours	\$200.00	\$150.00
<input type="checkbox"/>	Palm Court and Bar	50	4 Hours	\$250.00	\$350.00
<input type="checkbox"/>	Tamaya Hall (Hardwood floors - Addendum applies)	80	6 Hours	\$850.00	\$750.00
<input type="checkbox"/>	Combo (Hall, Palm Court, and Bar)	130	8 Hours	\$1,250.00	\$750.00
<input type="checkbox"/>	Large Event Lawn	100	8 Hours	\$0.00	\$350.00

SECTION III: VENDOR AND SERVICE DETAILS

All third-party vendors must be identified and provide proof of insurance.

Field	Data
Catering Services	<input type="checkbox"/> Yes <input type="checkbox"/> No
Catering Company Name	
Catering business contact	
Alcohol Service	<input type="checkbox"/> Yes <input type="checkbox"/> No (Requires Licensed Bartender and Security)

Field	Data
Licensed Bartender Name	
Entertainment (DJ, Band, etc.)	

SECTION IV: SECURITY AND INSURANCE REQUIREMENTS

Security is mandatory for events past 6:00 PM, over 25 guests, or where alcohol is present.

Field	Data
Security Officer Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Security Hours Required	
Liability Insurance Certificate Received?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Insurance Requirements	\$1,000,000.00 limit, naming Beach CDD as co-insured/certificate holder

SECTION V: FINANCIAL SUMMARY AND PAYMENT TRACKING

Payments must be made via two separate checks or money orders payable to Beach CDD.

Payment Category	Amount Due	Check #	Date Collected
Base Rental Fee	\$		
Security Deposit	\$		
Addl. Hours (\$50/hr.)	\$		
TOTALS	\$		

SECTION VI: GENERAL RESERVATION POLICIES AND ELIGIBILITY

6.1 Residency and Good Standing

The use of the Tamaya Amenity Center is a privilege reserved exclusively for **Residents and Members in good standing** with the District. Good standing implies the Renter has no outstanding violations or unpaid fees owed to the District. All reservations must be made by a

Resident, and the Resident **must be present** for the entire duration of the event, including setup and teardown.

6.2 Reservation Timelines and Frequency

Lead Time: Reservations must be submitted in person at least **two (2) weeks (14 days)** prior to the event.

Advance Booking: Reservations may be made up to **four (4) months** in advance. **Weddings and receptions** may be booked up to **one (1) year** in advance with District approval.

Frequency Limit: Each household is limited to renting facility portions no more than **six (6) times per calendar year**.

6.3 Availability and Blackout Dates

The Tamaya Amenity Center is **unavailable for private events** on major holidays and holiday weekends, including:

- Easter, July 4th, Thanksgiving, Christmas Eve/Day, and New Year's Eve/Day
- Memorial Day Weekend and Labor Day Weekend
- Any weekend where a federal holiday falls on a Monday or Friday (with the exception of MLK Day, Washington's Birthday, Columbus Day, and Veterans Day)

SECTION VII: ATTENDANCE AND GUEST MANAGEMENT

7.1 Occupancy Limits

The Renter agrees to strictly adhere to the maximum occupancy limits listed in Section II. These capacities are set by building and fire codes. The Facility Manager has the discretion to limit event size further after reviewing event details. **Any guests in excess of the approved number will be turned away** by staff or security.

7.2 Renter Responsibility

The Renter represents they have the authority to bind all attendees and vendors to the terms of this Agreement. The Renter is solely responsible for the conduct of all guests and any damage they may cause.

SECTION VIII: OPERATIONAL HOURS AND CURFEWS

8.1 Total Block Time

The "Time of Reservation" is the "Total Block Time," which must include time for vendor deliveries, setup, the event itself, and post-event cleanup/load-out. Access will not be granted before the start time, and the facility must be vacated by the end time to avoid charges.

8.2 Additional Time and Extensions

Indoor areas (excluding the Large Event Lawn) may be rented for an additional **\$50.00 per hour** beyond the standard duration. All additional hours must be paid for at the time of registration. Staying past the scheduled end time without approval will result in **deposit forfeiture**.

SECTION IX: FINANCIAL OBLIGATIONS AND DEPOSITS

9.1 Payment Submission

At the time of reservation, the Renter must submit **two (2) separate checks or money orders** made payable to the **Beach Community Development District** (or Beach CDD): one for the Rental Fee and one for the Security Deposit.

9.2 Security Deposit Conditions

The security deposit is a performance bond held to ensure compliance with cleaning standards and to cover potential damage. The District may retain all or part of the deposit for:

- **Property Damage:** Repairs to floors, walls, furniture, or equipment
- **Insufficient Cleaning:** Failure to remove trash, wipe surfaces, or clean appliances
- **Rule Violations:** Using prohibited items like tape on walls, glitter, or unauthorized movement of furniture
- **Late Departure:** Staying past the contracted block time

9.3 Refund Timeline

Refunds for security deposits are typically processed within **10 to 30 days** after a successful post-event inspection.

SECTION X: MANDATORY SECURITY AND AFTER-HOURS STAFFING

10.1 Requirements for Security Personnel

A professional security officer, hired through the District's approved vendor at the Renter's expense, is **mandatory** for:

- Any event where **alcohol is present** (regardless of time or attendee count)
- Any reservation in Tamaya Hall or Palm Court extending **past 10:00 p.m.**

10.2 Security Costs and Authority

Security is renter's choice as long as licensed and insured.

Security services are billed directly to the renter. The security officer has the authority to enforce rules, monitor noise, and **terminate an event immediately** for serious violations or illegal activity.

SECTION XI: ALCOHOL AND CATERING POLICIES

11.1 Alcohol Consumption and Insurance

Prior Approval: Alcohol must be disclosed and approved at the time of application.

Insurance: Event Liability Insurance of **\$1,000,000.00** naming Beach CDD as co-insured and certificate holder is **required** and must be submitted 14 days prior to the event.

Service: A **licensed bartender** must serve all alcohol; self-service is prohibited.

Prohibited Areas: Alcohol is strictly prohibited in the pool area, waterslide area, and fitness center.

Age Restrictions: No service is permitted to minors (under 21) or intoxicated persons.

11.2 Catering and Kitchen Usage

Vendor Disclosure: Renters must identify catering companies on the application.

Kitchen Standards: Tamaya Hall includes a kitchen for staging and warming; it is not for high-grease cooking. All equipment must be cleaned, and the refrigerator emptied and wiped at the conclusion of the event.

Caterer Insurance: Professional caterers must provide proof of insurance, including liquor liability if serving alcohol.

SECTION XII: CONDUCT, DECORATIONS, AND PROHIBITED ITEMS

12.1 Decorating Guidelines

Tabletop Only: Decorations are limited to **tabletops only**. No wall or ceiling decorations are permitted.

Prohibited Attachments: No tape, nails, staples, tacks, or adhesives may be used on walls, woodwork, or ceilings.

Prohibited Items: No confetti, glitter, rice, birdseed, or smoke/fog machines.

Fire Safety: No candles or open flames are permitted.

Table Linens: Linens **must be used** on all tables if food is served to protect the furniture surfaces.

12.2 General Conduct

No Smoking: All indoor facilities are smoke-free; smoking and vaping are prohibited.

Commercial Activity: Facilities may not be used for profit-making, commercial activity, solicitation, or for-profit engagements.

Illegal Activity: Engaging in illegal activity results in immediate arrest and removal.

Animals: Pets are prohibited; only **documented service animals** with proper identification are permitted.

SECTION XIII: PARKING AND ACCESS RESTRICTIONS

13.1 Parking Lot Usage

Capacity: Use is restricted to the parking lot, which has a maximum capacity of **96 vehicles**.

Prohibited Areas: Parking on the Event Lawn or grass is strictly prohibited and subject to towing.

13.2 Limited Access

Non-Exclusive Amenities: The Swimming Pool, Waterslide Area, and Fitness Center are community assets and **cannot be reserved for exclusive use**.

Reserved Access: Access is limited strictly to the area booked. No access is granted to tennis or basketball courts.

Pool Access: The **Pool Cabana** and **Palm Court** are the only rentals that permit guest access to the pool.

SECTION XIV: TAMAYA HALL PREMIUM FACILITY ADDENDUM

Tamaya Hall is the premier asset of the Tamaya community, featuring high-performance hardwood floors and premium custom finishes. Because this space is a "showcase" status, the District maintains an uncompromising standard for its care.

14.1 Absolute Furniture Prohibition

Under no circumstances shall any furniture (tables, chairs, sofas) be dragged, slid, or moved by the Renter, guests, or vendors. Moving furniture risks scratching the floors and will result in **immediate and automatic forfeiture of 100% of the security deposit (\$750.00)**. Custom layouts must be requested 7 days in advance for staff approval and instruction with supervision.

14.2 Rigorous Floor Protection and Decoration Rules

Vendor Equipment: All external equipment (DJ booths, catering carts, photo booths) must have non-marring rubberized feet or be placed on District-approved protective mats/rugs.

Footwear and Spills: Guests are discouraged from wearing stiletto heels (≥ 2.5 in), metal cleats, or spikes. All liquid spills must be blotted immediately.

Restricted Adhesives: No tape, nails, staples, tacks, or screws may be applied to walls, woodwork, or floors. Decorations are limited to **tabletops only**.

Fire Safety: No candles, open flames, smoke machines, or fog machines are permitted.

14.3 Mandatory Photo-Audit Protocol

To ensure transparency and protect the Renter from liability for pre-existing conditions, the following "Photo-Audit" is required:

1. **Pre-Event Photos:** Renter must take **time-stamped photographs** of the entire hall (floors, furniture legs, kitchen, and walls) immediately upon arrival and prior to any setup.
2. **Post-Event Photos:** Renter must take an identical set of photos after cleanup but before departure.
3. **Legal Assumption:** Failure to capture "Before" photos constitutes a binding admission that the facility was in perfect, pristine condition upon arrival.

14.4 Kitchen and Restoration Standards

Tamaya Hall must be returned in "Guest-Ready" condition.

Category	Requirement
Kitchen	Appliances wiped clean; refrigerator emptied/wiped; sink cleared of debris
Trash	All waste bagged and moved to external District dumpster; new liners installed
Surfaces	Tabletops and bar areas wiped free of sticky residue/spills; linens must be used if food is served
Floors	Entire area swept and spot-mopped using only District-approved cleaning agents

14.5 Financial Obligations and Staffing for Tamaya Hall

Fees: Rental is **\$850.00** (6-hour limit) or **\$1,250.00** for a Combo rental (8-hour limit).

Security Deposit: A **\$750.00** performance bond is required at the time of booking.

Mandatory Security: A security officer is required for events with alcohol, >25 guests, or extending past 10:00 p.m.

Alcohol: Requires **\$1,000,000.00** liability insurance naming the District as co-insured and a licensed bartender.

SECTION XV: CLEANUP AND RESTORATION REQUIREMENTS

The facility must be returned in "Guest-Ready" condition to receive a full deposit refund.

Requirement Category	Cleaning Task
Trash Disposal	All trash removed to external District dumpster; liners replaced
Surfaces	All tabletops, counters, and bar areas wiped clean of residue
Kitchen	Refrigerator emptied and wiped; microwave cleaned; sinks cleared
Floors	All floors swept and spot-mopped for spills using approved agents
Furniture	Tables and chairs returned to exact original positions (lifting, not dragging)
Decorations	All tape, balloons, string, and signage removed; no wall damage
Glass/Restrooms	Handprints wiped from glass doors; toilets flushed; debris removed
Personal Property	All catering supplies and personal items removed from premises

SECTION XVI: LEGAL, CANCELLATION, AND INDEMNIFICATION

16.1 Cancellation Policy

Full Refund: Written notice must be communicated at least **two (2) weeks (14 days)** prior to the event.

Late Cancellation: If cancelled less than two weeks prior, the **security deposit is forfeited**, though the rental fee is returned.

No-Show: Reservations are considered cancelled if the Renter is more than **15 minutes late** for the start time, resulting in forfeiture of fees and deposits.

16.2 Indemnification and Liability

The Renter agrees to defend, indemnify, and hold harmless the Beach Community Development District, its supervisors, and staff from all liability, claims, actions, or personal property damage arising from the use of the facilities. Nothing in this Agreement waives the District's sovereign immunity under Section 768.28, Florida Statutes.

SECTION XVII: FACILITY INSPECTION CHECKLIST

This section must be completed by District Staff for office use.

Field	Data
Resident Check-in Time	
Check-out Time	
Floors (Scratches)	Pre-Event: ____ Post-Event: ____ Staff Notes:
Furniture Layout	Pre-Event: ____ Post-Event: ____ Staff Notes:
Kitchen Cleanliness	Pre-Event: ____ Post-Event: ____ Staff Notes:
Trash/Liners	Pre-Event: ____ Post-Event: ____ Staff Notes:
Wall/Paint Condition	Pre-Event: ____ Post-Event: ____ Staff Notes:

Final Disposition of Deposit:

- Full Refund Approved
- Partial Deduction:
Reason _____ (Amt: \$ _____)
- Total Forfeiture:
Reason _____ (Amt: \$ _____)

SECTION XVIII: PRE-EVENT INSPECTION (CHECK-IN)

This section must be completed before any setup or decorations are placed.

Item / Area	Satisfactory? (Y/N)	Pre-Existing Damage / Notes
Floors (Hardwood/Tile/Carpet)		Note any scratches, scuffs, or stains
Furniture (Tables/Chairs/Sofas)		Count present and verify integrity
Walls, Doors, and Baseboards		Note existing marks or adhesive residue
Windows and Glass Doors		Inspect for smudges or fingerprints
Kitchen:		Verify fridge is empty and microwave is

Item / Area	Satisfactory? (Y/N)	Pre-Existing Damage / Notes
Appliances/Countertops		clean
Lighting and HVAC Panels		Confirm functional settings
Trash Receptacles		Ensure all bins are empty with liners

Mandatory Requirement: The Resident is **strongly encouraged** to take **time-stamped photographs** of the facility (floors, furniture legs, and surfaces) upon arrival to establish a baseline.

SECTION XIX: POST-EVENT CLEANUP CHECKLIST (GUEST-READY STANDARDS)

The Renter must satisfy all of the following conditions to be eligible for a full deposit refund.

19.1 General Area Restoration

- **Furniture:** All tables and chairs returned to their **exact original positions**
- **Furniture Movement:** Absolutely no furniture was **dragged or slid** across hardwood floors (Tamaya Hall)
- **Trash Disposal:** All waste bagged, tied, and removed to the **external District dumpster**
- **Liners:** New trash bags/liners installed in all internal receptacles
- **Surfaces:** All tabletops, bar areas, and counters wiped free of sticky residue and debris
- **Decorations:** All tape, strings, balloons, and signs removed; no damage from adhesives

19.2 Kitchen and Appliances

- **Refrigerator:** Completely emptied and interior/exterior wiped down
- **Microwave:** All food residue, grease, and splatters cleaned
- **Sinks and Cabinets:** Sinks cleared and scrubbed; all used cabinets wiped out

19.3 Floors, Glass, and Utilities

- **Floors:** Swept completely and spot-mopped using **District-approved chemicals only**
 - **Glass Doors/Windows:** Handprints and smudges wiped from all glass surfaces
 - **Restrooms:** Toilets flushed and floors cleared of debris
 - **HVAC and Lights:** Lights off and HVAC returned to **76°F / standard unoccupied settings**
-

SECTION XX: FINAL INSPECTION AND DISPOSITION

To be completed by a District Representative after the Renter completes cleanup.

Area	Satisfactory? (Y/N)	Staff Notes / Deduction Charges
Trash and Liners		\$
Floor Condition		\$
Furniture Layout		\$
Kitchen Restoration		\$
Rule Compliance		\$

Deposit Disposition:

- Full Refund Approved
- Partial Deduction:
Reason _____ (Amt: \$ _____)
- Total Forfeiture:
Reason _____ (Amt: \$ _____)

Note: Security deposits are typically processed via check within **10–30 business days** following a satisfactory inspection.

SECTION XXI: ACKNOWLEDGMENT, AUTHORIZATION, AND SIGNATURE

By signing below, the Resident/Member acknowledges and represents as follows:

ACKNOWLEDGMENT OF RECEIPT AND REVIEW: I acknowledge that I have received, read, and fully understand this comprehensive Master Facility Rental Agreement, including all Sections I through XXI contained herein. I have received the full Facility Use Agreement and agree to adhere to all rules, including the **Tamaya Hall Addendum** (if applicable), which strictly prohibits the movement of furniture and requires mandatory photographic documentation to protect the security deposit.

AUTHORIZATION TO BIND ATTENDEES: I represent that I have the full authority to execute this Agreement and to bind all attendees, guests, vendors, contractors, and other persons participating in or attending the event covered by this Agreement to all terms and conditions

contained herein. I accept full responsibility for the conduct of all such persons and for any damage they may cause to the Premises.

ACKNOWLEDGMENT OF STRICT DEPOSIT REQUIREMENTS: I understand that Tamaya Hall contains immaculate hardwood floors and new, premium furniture that require special protection. I acknowledge that the requirements for return of the security deposit are extremely strict. I specifically understand and agree that:

- **NO FURNITURE SHALL BE MOVED, RELOCATED, OR REARRANGED UNDER ANY CIRCUMSTANCES** without the prior written approval of the Facility Manager. Any unauthorized movement of furniture will result in the immediate and automatic forfeiture of 100% of the security deposit (\$750.00).
- I am strongly encouraged to take comprehensive time-stamped photographs of the Premises before and after the event to document the condition and protect myself from liability for pre-existing conditions.
- Failure to take "Before" photographs constitutes a binding admission that the facility was in perfect, pristine condition upon my arrival.
- I accept full financial liability for any damage exceeding the security deposit, including floor refinishing or furniture replacement costs.

COMPLIANCE WITH RULES AND REGULATIONS: I agree to comply with all rules, regulations, policies, and directions from Amenity Facility Staff. I understand that any violation—particularly regarding furniture movement, floor care, unauthorized area access (Pool/Slide), or prohibited items—will result in the total forfeiture of the Security Deposit and potential additional billing.

INDEMNIFICATION AND HOLD HARMLESS: In consideration of being permitted to use the Premises, I hereby agree to defend, indemnify, and hold harmless the Beach Community Development District, its supervisors, agents, employees, and contractors from any and all liability, claims, actions, 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 Agreement.

UNDERSTANDING OF CONSEQUENCES: I understand that failure to comply with the requirements of this Agreement may result in: forfeiture of all or part of the security deposit; additional charges for damage; immediate termination of the event; and loss of future rental privileges.

STEWARDSHIP RESPONSIBILITY: By renting Tamaya Hall or any facility of the Tamaya Amenity Center, I accept a responsibility to serve as a steward of these valuable community assets. I agree to use the facility only for its intended purposes, leave the facility in the same or better condition than it was found, report any damage or maintenance issues to the District, and encourage guests to respect the facility and its rules.

RENTER SIGNATURE AND CERTIFICATION

By signing below, I, the undersigned, hereby certify that I have read and understand this entire Agreement, that all information provided by me is accurate and complete, that I have had the opportunity to ask questions and receive satisfactory answers, and that I agree to be bound by all terms, conditions, and obligations set forth herein.

Resident/Member Signature:	
Printed Name:	
Date:	

DISTRICT REPRESENTATIVE ACKNOWLEDGMENT

District Representative Signature:	
Printed Name/Title:	
Date:	

WITNESS ACKNOWLEDGMENT (OPTIONAL)

Witness Signature:	
Printed Name:	
Date:	

Beach Community Development District 250 International Pkwy. Suite 208, Lake Mary, FL
32746 Phone: 904-329-2277

Document Revision Date: March 2026