



Private Rental Information

The Following Guidelines apply to all rentals of the Gathering Rooms by Palencia residents. ONLY.

WHO MAY RENT: Palencia residents may reserve the Gathering Rooms for a personal private event (the facility may not be rented for family, friends or co-workers' functions). Rooms may be booked up to **4** months in advance. Reservations are based on room availability and management reserves the right to deny facility use, as it deems appropriate.

HOURS: Events may only be held during the open hours of the facility, including set up and tear down. Access to the building before and after closing is not possible unless approved by the Amenities Director in writing.

The Amenity Center hours are seasonal and will be reviewed with you during your appointment. The Gathering Rooms are not available for rental on select holidays and days surrounding the holiday. Please inquire with the Amenities Director for availability.

ROOM RESERVATION FORM must be completed and submitted to request the day and time of your choice. **Phone or in person inquiries for date availability will not be accepted.** An email will be sent informing the resident of approval or denial within 3 business days. If approved, the Amenity Center staff will set up an appointment with the resident to review the contract and determine the rental fee and damage deposit.

At the time of the meeting two checks must be submitted to hold your date on the calendar:

- 1) One check for 50% of the anticipated rental fee.
- 2) One check for the security deposit (refundable unless damages incur)
 - The security deposit is \$750.00 which covers any potential damage during the event.

FEES: Attendance at private events is limited to **63** people. Minimum of 2 hours per rental.

25 persons or less	26-50 persons	51-63persons
\$200	\$300	\$500

- Half the rental fee based on anticipated attendance is due and payable by check at the time of signing of the contract.
- The remainder of the rental fee is due 14 days before the event and adjustments to the rental fee based on attendance will be made at this time.

Make check payable to Marshall Creek CDD. *No cash or credit cards*

Private Rental Request Form

Note: Palencia residents may reserve the Gathering Rooms for a PERSONAL PRIVATE EVENT. The facility MAY NOT be rented for family, friends or co-workers' functions. Rooms may be booked up to 4 months in advance.

Please read the attached Rental Information Rules/Guidelines and keep a copy of them for your reference.

Please be aware that this form is for inquiry only and in no way implies or guarantees the availability of any rooms available for rental at Palencia.

Phone calls or in-person inquiries for date availability will not be accepted.

Resident Name: _____

Email Address (required): _____

Phone Number (required): _____

Briefly describe the nature of event you wish to reserve the Gathering Room(s) for:

Day of Week: _____ Date of Event: _____ Start/End Time: _____

Will you have food at your event: NO YES

If YES, circle one: Bringing own food Caterer

If using a catering company, a copy of the caterer's license, is required 14 days prior to the function date.

Will you have alcohol at your event: NO YES

If YES, circle one: Bringing own alcohol Caterer Providing.

If having alcohol, a copy of the resident's or caterer's general liability insurance policy is required. 14 days prior to the function date.

Number of participants expected: _____

Upon receipt of this form, interested parties will be contacted by email within 3 business days. An appointment will be set up to discuss your event and determine rental fees.

Resident Signature: _____ Date: _____

Official Use ONLY

Email sent: _____ Appointment Set: _____ In Book: _____

Please initial by every section indicating you have read, understood and accepted the rental agreement policies.

SET UP/CLEAN UP TIME: The room may be set up a maximum of 2 hours prior to the beginning of an event (unless special permission is granted) and must return the rooms and kitchen to the state in which it was provided within 1 hour following an event.

Cleaning must be completed by the scheduled closing time of the Palencia Amenity Center.
A fee will not be charged for set up and cleanup time if the cleaning is completed by closing.

SET UP: The set-up and take down of tables and chairs are the responsibility of the renter. A limited supply of existing tables and chairs are available at no additional cost. The resident may rent at their expense additional or different tables and chairs from other suppliers with approval. Tablecloths/linens/electronics are the responsibility of the resident. Furniture, tables, or chairs may NOT be moved outside without prior arrangement with the Amenities Director.

FOOD/CATERER: Residents may bring in prepared food or hire a catering company. No food is to be prepared/cooked in the kitchen; however, it may be warmed using the microwave or oven. If using a catering company, a copy of the caterer's license, is required 14 days prior to the function date. Any appointments with outside vendors (entertainers, caterers, etc.) to view rooms, must have prior approval from the Amenities Director and may not disrupt other functions taking place.

ALCOHOLIC BEVERAGES: The sale of alcoholic beverages is strictly prohibited. The resident is responsible for the actions of their guests. Persons deemed to be intoxicated will be required to leave the facility.

- If alcoholic beverages are going to be provided by the resident or if participants are bringing in their own alcoholic beverages then the resident renting the facility must provide proof of general liability coverage through an existing insurance policy by submitting a copy of their insurance declarations page showing liability coverage. If this is not available then the resident must purchase a special events policy through an insurance carrier listing Marshall Creek CDD as the certificate holder. The Special Event policy must have insurance with liability limits of 1,000,000 per occurrence and 2,000,000 aggregate liability.
- If alcoholic beverages are being provided by the caterer, proof of liability coverage and bartending license, if applicable, is required 14 days prior to the function date.

ROOM CAPACITY: Functions are limited to a maximum of 63 people.

Non-resident guests are not permitted in the Pool Areas, Open Air Veranda, Pavilion and Fitness Room.

The Palencia Amenity Center entry may be used to access reserved facilities but will remain available for resident use at all times. This reservation is strictly for use in the Amenity Center Gathering Rooms.

DECORATIONS must be approved. Tacks, tape, nails, or other means, which may permanently damage the facility, may not be used. Rice, confetti, birdseed etc. may not be thrown. (rose petals and bubbles permitted) Glitter is not permitted. Open flames are prohibited. With the advance approval of the Amenities Director candles may be used if they are in a glass container and "sterno" type heating cans may be used by caterers.

SMOKING/VAPING is not permitted inside any of the buildings, pool areas or within 20ft of the building entrance.

_____ CLEAN UP: Decorations, rental items, plants, etc. may not be left in facility after the conclusion of the event without prior written approval. **Trash must be bagged and taken away at the end of the event.**

_____ VENDOR DELIVERY: Deliveries of rental items, decorations, etc. must be arranged in advance with the Amenities Director to confirm times and entrance instructions.

_____ The Gathering Room doors must be kept closed during event hours.

_____ SALE OF GOODS: All organizations are prohibited from selling goods or services.

_____ CLEANING: The Resident is responsible for leaving the facility in the state in which it was provided. An inspection checklist will be given to the resident before the event to ensure the resident receives their full security deposit back. A cleaning fee may be imposed and deducted from the security deposit for the following:

- Clogging of sink drains or toilets resulting from improper use. \$25+
- Damage from the use of nails or tacks. \$25+
- Damage to appliances. \$25+
- Failure to remove food or cooking items from inside appliances. \$25
- Stains from grease, drinks, food, or decorations. \$25+
- All garbage including food, cans, glass, wastepaper, decorations must be placed in garbage bags and taken away at the end of the event. \$50
- All food debris must be removed from refrigerator, microwave, and oven and they must be clean and grease-free. Spills and splatters must be removed from cabinets, walls, floors, counter tops, and appliances \$25+
- Sink must be cleaned and draining properly. \$25
- Damage, vandalism, theft, or property destruction will be charged up to the full amount of the deposit.

Marshall Creek CDD reserves the right to seek restitution for any damage or actual costs that are more than the rental fees and deposits collected.

When making a full refund, the resident will be notified when they may pick up their security check at the front desk at The Palencia Amenity Center. If the check is not picked up within one month the check will be destroyed. When issuing a partial refund, the resident will be notified and a check from management will be issued to the Resident in a timely manner.

_____ CANCELLATION/REFUND POLICY: rentals require a 30-day notice to receive a full refund; a 50% refund will be given for notice between 7 and 29 days prior to the event date. No refund will be given for notice less than 1 week.

I understand and agree to all room rental policies, procedures, and rules. I hereby acknowledge assumption of liability for any loss of or damage to Palencia Amenity Center premises caused by the resident, resident's guests, invitees, and employees, Independent Contractors or another agent of the resident.

Resident Signature: _____ Date: _____

Phone: _____ Email: _____

Amenities Director: _____ Date: _____

Palencia Amenity Center Private Rental Contract

Resident Name: _____

Date of rental: _____ Hours of function: _____

Set up time: _____ Clean up completed by: _____
(up to 1 hour before) (up to 1 hour after)

Name of Caterer: _____

Alcohol provided by lessee or caterer: _____

Payment

Please make all checks payable to Marshall Creek CDD

Anticipated Rental Fee

25 persons or less	26-50 persons	51-63 persons
\$200	\$300	\$500

50% due at contract signing: \$ _____ Check # _____

Final rental fee

_____ X _____ = \$ _____
(Final # of guests) X (# of event hours (2-hour increments)) = (Final Rental Fee)

\$ _____ Final Rental Fee

\$ _____ 50% paid anticipated balance

\$ _____ Final Rental payment (due 14 days before event) Check # _____

Security Deposit

This is a refundable deposit that must be given as a separate check.

\$750.00: Amount \$ _____ Check # _____

I agree to notify the Amenities Director of the final number of guests **14 days before the event** and to pay any remaining balances for the rental of the Gathering Rooms. If the final number is not known 14 days before I agree to pay the full anticipated rental fee and will pay additional fees if the number of guests increases.

Resident Signature: _____ Date: _____

Phone: _____ Email: _____

Official Use Only

Amenities Front _____ Date: _____

Desk Manager: _____

If you have any questions, please contact The Amenity Center front desk:

Phone: (904).810-0520

Email: palenciaamenities@marshallcreekcdd.com