



Palencia Amenity Center: Gathering Room Rental

Gathering Room Rental Information

Available to Palencia Residents Only

Rental Fees

Group Size	Rental Fee
Up to 25 guests	\$150
26–50 guests	\$250
51–63 guests	\$350

Security Deposit Fees (Refundable)

Group Size	Rental Fee
Up to 25 guests	\$250
26–50 guests	\$350
51–63 guests	\$500

Checks made payable to Marshall Creek CDD.

Please submit two separate checks: one for the security deposit and one for the rental fee.

Rental Hours

Rentals are for 4 hours between 10:00am and 7:00pm. Each rental also includes 1 hour prior for setup and 1 hour after for cleanup, for a total of 6 hours of access.

Setup, Food, and Alcohol

Residents are responsible for setup, cleanup, and returning the space to its original condition. You may bring your own food or hire a licensed caterer. No cooking is permitted; warming only (microwave/oven). Alcohol may be served but not sold. Proof of general liability insurance is required if alcohol is provided. Liability insurance may be purchased through the following website: www.EventHelper.com

Decorations

Decorations must be approved in advance. No nails, tacks, tape, or glitter. Open flames are not allowed; enclosed candles may be permitted with prior approval.

Policies

Smoking and vaping are not permitted inside or within 20 feet of the building. All trash must be bagged and removed at the end of the event. The renter is responsible for any damage or cleaning fees resulting from improper use.

Cancellations

30+ days notice: Full refund | 7–29 days: 50% refund | Less than 7 days: No refund.

Contact

Palencia Amenity Center | Email: palenciaamenities@marshallcreekcdd.com | Phone: (904) 810-0520

Gathering Room Rental Request Form

Please complete and return this form to the Amenity Center Front Desk or via email.

Resident Information

Resident Name: _____

Email Address: _____

Phone Number: _____

Event Details

Date of Event: _____

Start Time: _____ End Time: _____

Expected Number of Guests: _____ (Maximum 63)

Food & Beverage

Will you have food at your event? Yes No

If Yes: Bringing own food Using a caterer (License required 14 days prior)

Will you have alcohol at your event? Yes No

If Yes: Proof of liability insurance is required 14 days prior to the event.

Acknowledgment

Resident Signature: _____ Date: _____

Official Use Only

Amenities Front Desk Manager: _____ Date: _____

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

Phone: (904) 810-0520

Email: palenciaamenities@marshallcreekcdd.com