

**Julington Creek Plantation  
Community Development District**

**District Facility User Permit for Recreation Center: Banquet Room(s) – 2 pages**

Resident or Annual Pass Holder \_\_\_\_\_ Card # \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Proof of insurance (if required) \_\_\_\_\_ Date received: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Intended Use: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Hours: from: \_\_\_\_\_ to \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_ Estimated Age Group: \_\_\_\_\_

**\*USAGE** Only JCPCDD Residents or Annual Pass Holders may utilize the Banquet Rooms and must be 21 years of age or older and must be on site during the entire rental function. Any function for those younger than 21 years old must have adult supervision for which the adult is responsible for all terms of the contract. Parties may be scheduled from 8:00am until 11:00pm. **Initial** \_\_\_\_\_

**\*RESERVATION:** A reservation must be made and a completed User Permit Form, Guest List and Reservation Information Sheet accepted by the Food & Beverage Manager. A refundable Security Deposit (in the amount of \$300) and Room Rental Fee is due at time of reservation. Two separate checks are required payable to JCPCDD. **Initial** \_\_\_\_\_

**\*JCP EMPLOYEES** are not “attendants” to the party. Their service is limited to “basic” oversight. “Attendants” are available at an additional \$\$ hourly fee **initial** \_\_\_\_\_

**\*ALCOHOL USAGE:** JCP CDD holds a current license from the Division of Alcoholic Beverages to serve beer, wine, and wine based products. All alcoholic beverages consumed at the JCP CDD Recreation Facility, either individually, during special events, or catered events, must be purchased from JCP CDD. Any violation will constitute potential cause for immediate shut-down of party/event with NO REFUNDS. **Initial** \_\_\_\_\_

**\*POOL USE:** Banquet Room rentals in conjunction with an associated Pool Party will require an additional \$30 Flat Fee to include all guests as swimmers (up to 50 guests). All *swimmers* MUST stay on pool deck. No wet or damp guests are allowed to enter or re-enter Banquet premises until COMPLETELY dry. Violations will subject CDD resident to reduced security return. **Initial** \_\_\_\_\_

**\*CANCELLATION:** Must be received at **least thirty (30)** days prior to the scheduled reservation for a full refund.

**Initial** \_\_\_\_\_

**Please initial below:**

- \_\_\_\_\_ Room decorations are not to leave any marks on walls, floors or ceilings.
- \_\_\_\_\_ Usage of any AV equipment will be prearranged with the Food and Beverage Manager.
- \_\_\_\_\_ Special requests or outside catering must be coordinated with the Food & Beverage Manager at least 14 days in advance of the reservation.
- \_\_\_\_\_ Proof of insurance for any outside vendors must be provided to Food & Beverage Manager 14 days in advance of reservation
- \_\_\_\_\_ A list of attendees and/or guests must be provided to the Food & Beverage Manager 2 **business** days prior to event.
- \_\_\_\_\_ All alcoholic beverages must be purchased through JCPCDD. No alcoholic beverages are permitted from any other source **without exception.**
- \_\_\_\_\_ This is a **NON**-smoking facility. No smoking in or around building or on facility property **without exception.**

**District Facility User Permit for Recreation Center: Banquet Room(s) – cont'd**

**RENTAL OPTIONS:**

**\*Cypress Room 549 sq. ft.**  
 35 guest room limit  
 \$175 for 2 hours \_\_\_\_\_  
 \$300 for 4 hours \_\_\_\_\_  
 \$75 each additional hour \_\_\_\_\_  
 Total Fee: \_\_\_\_\_

**\*Magnolia Room 691 sq. ft.**  
 45 guest room limit  
 \$200 for 2 hours \_\_\_\_\_  
 \$350 for 4 hours \_\_\_\_\_  
 \$75 each additional hour \_\_\_\_\_  
 Total Fee: \_\_\_\_\_

**\*Cypress/Magnolia Rooms (combined) 1,240 sq. ft.**  
 80 guest room limit  
 \$350 for 2 hours, Monday thru Thursday \_\_\_\_\_  
 \$500 for 4 hours, Monday thru Thursday \_\_\_\_\_  
 \$375 for 2 hours, Friday, Saturday & Sunday \_\_\_\_\_  
 \$600 for 4 hours, Friday, Saturday & Sunday \_\_\_\_\_  
 \$100 each additional hour \_\_\_\_\_  
 Total Fee: \_\_\_\_\_

**Cyber Café Pavilion**  
 75 guests  
 \$85 for 2 hours \_\_\_\_\_  
 \$135 for 4 hours \_\_\_\_\_  
 \$30 each additional hour \_\_\_\_\_  
 Total Fee: \_\_\_\_\_

**\*\*FUN Pool Deck (incl Café Pav.)**  
 100-500 guests  
 \$600 for 4 hours  
 \$100 each additional hour \_\_\_\_\_

**\*\*FUN Pool Deck (incl Café Pav. and Both Banquet Rooms)**  
 100-500 guests (80 guest banquet room limit)  
 \$995 for 4 hours  
 \$150 each additional hour \_\_\_\_\_

**\* Pool Usage w/ Banquet Room Rental: \$30.00 allows up to 50 swimmers max \_\_\_\_\_ (Children three and under are not counted as guests)**  
**\*\*FUN Pool Deck Rental availability: Oct 1 – Mar 31 Only. Dates are approximations only and are subject to actual pool closure/opening dates yearly.**  
**Pool Deck Rental includes all deck tables/chairs available. Table Umbrellas are included: as are available.**

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*I personally agree to indemnify and hold harmless the Julington Creek Plantation Community Development District and its agents, supervisors, officers, directors, employees and staff from any and all liability, claims, actions, suits or demands by any person, corporation or other entity, for injuries, death, property damage of any nature, arising out of, or in connection with, the use of any facility or amenity or other property owned or operated by the JCPCDD, including litigation or any appellate proceedings with respect thereto. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity or limits of liability beyond any limits of liability which may have been adopted by the Florida Legislature in Section 768.28, Florida Statutes or other law.*

*I have read, understand and agree to abide by all policies and rules of the District governing the Julington Creek Plantation Facilities. Failure to adhere to the District's Policies and rules may result in the suspension or termination of my privileges to use the facilities. **I also understand that I am financially responsible for any damages caused by me, my family members, or my guests.** If requested, I will obtain an event insurance policy naming the Julington Creek Plantation Community Development District, and its agents, supervisors, officers, directors, employees and staff as additional insured.*

*The District reserves the right to deny any application based on safety, site capacity, scheduling consideration, potential for community disturbance or other issues impacting the community.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use:**  
 Rental Fee: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Cash \_\_\_\_\_ Credit (Dept/Date) \_\_\_\_\_  
 \*Security: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Cash \_\_\_\_\_ Credit (Dept/Date) \_\_\_\_\_

\*Security Check will be available 24 business hours after event concludes: Please designate your security check preference  
 JCP to Destroy ( ) Guest will pick up ( ) **INITIAL \_\_\_\_\_**