



4463 Arlington Ridge Blvd. Leesburg, FL 34748  
Phone: 352-728-2186

**FACILITY USE AGREEMENT (NON-RESIDENTS)**

Arlington Ridge CDD and the undersigned Client(s)/Responsible Party, hereby agree on the rental of our facility as specified herein, subject to the Additional Provisions on next page.

**FAIRFAX HALL:** Rate of Rental \$500 Each Event as well as a non-refundable Cleaning Fee of \$150, plus applicable sales tax. \* A Security Deposit of \$350 (refundable) is required to reserve the date. The remaining balance is due 60 days prior to the event. Please note - we cannot accept credit or debit cards.

CLIENT(S)/RESPONSIBLE PARTY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HOME PH #: \_\_\_\_\_ CELL PH #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

FUNCTION DAY & DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

The rental time is inclusive of set-up and clean-up time.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES: \_\_\_\_\_ To be confirmed seven (7) days prior to event.

SUB TOTAL: \$ \_\_\_\_\_

SALES TAX: \$ \_\_\_\_\_

TOTAL DUE: \$ \_\_\_\_\_

SECURITY DEPOSIT: \$ \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_

BALANCE DUE: \$ \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_

The Client(s)/Responsible Party acknowledge that they have read and understand this Agreement including the Additional Provisions located on the reverse side, and that it correctly states their intentions.

**Client(s)/Responsible Party:**

**Arlington Ridge CDD**

\_\_\_\_\_  
Please Print Name and Date Signed

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\* 1) Security deposit is refundable and will be mailed within 2 weeks of the event assuming no damage occurred during the event. Client/Responsible Party will be held fully liable for cost of any damage/cleaning in the event such cost exceed the deposit or fee amounts.

2) Clean-up fees are not refundable and are intended to offset the District's cost of clean-up following the event.

3) Rental and additional day fees are only refundable if the reservation is cancelled not less than 60 days prior to the scheduled event.

4) Rental and additional day fees will be withheld by the District if the event is cancelled less than 60 days prior to the scheduled event.

## ADDITIONAL PROVISIONS

- 1) Reservations for Rental of Fairfax Hall can be made at the Administrative Office, are on a first come first serve basis with reservations for non-resident functions subject to the current published rental rates. Reservations must be made by at least one person who will act as the Responsible Party.
- 2) Payment for the Function shall be made in no more than two (2) installments. If the Client/Responsible Party wishes to cancel their event, the cancellation must be communicated to the Administration Office no later than 60 days prior to the scheduled event to receive 100% of the Security Deposit and Rental Fee returned. If the event is canceled less than 60 days prior to the event, none of the Security Deposit or Rental Fee will be returned. If inclement weather causes postponement of an outdoor activity which is combined with the Function, or if the Facility is otherwise uninhabitable or unfit for its intended use, the deposit will be reapplied to a new date booked within six (6) months of the original Function Date and is fully refundable if the event is not able to be re-booked within six (6) months of the original Function Date. The Client/Responsible Party must pay the balance of the Rental Fee to the CDD prior to set-up of the event.
- 3) Rental for Fairfax Hall includes the use of Tables, Chairs and Restrooms only. Use of other equipment will be based on availability and subject to additional fees. Catering service is available from Chesapeake Bay Grill and requires a separate agreement with the Restaurant.
- 4) CDD facilities are available for use between the hours of 9:30 am and 11:00 pm., with the exception of New Years' Eve or if special arrangements have been approved by CDD management. Function rooms are assigned according to the guaranteed minimum number of persons to be in attendance. Rental time frames are inclusive of set-up and break down times with the facility cleared of all attendees.
- 5) The Function must be contained within the area reserved.
- 6) The volume of live or recorded music must not violate applicable Lake County and City of Leesburg noise ordinances, or unreasonably interfere with residents' enjoyment of their homes.
- 7) The Client/Responsible Party must be present at the function during the entire period of the rental.
- 8) With the exception of Service Animals, animals of any kind are prohibited within the Town Center Area, and all CDD facilities.
- 9) No admission fees whatsoever shall be collected by any person unless it is part of an approved CDD event or activity.
- 10) All facilities are designated nonsmoking.
- 11) Client/Responsible Party shall be responsible for furnishings, walls, fixtures and equipment in the room in which the Function takes place and agrees that after the Function those items shall be in the same condition as prior to the Function (ordinary wear and tear accepted). In the event that there is any damage and/or loss to the furnishings, fixtures or equipment resulting from, or related to the Function or its attendees, then the cost associated with the repair or replacement of the damaged items shall be the responsibility of and paid by the Client/Responsible Party.
- 12) Client/Responsible Party shall be fully responsible for all acts and omissions of Client and all persons attending the Function. Client/Responsible Party shall indemnify and hold harmless the CDD, its management, their respective agents and employees, from all claims, liabilities, damages, and losses arising out of or related to the use of CDD facilities by Client/Responsible Party or Function attendees. Client/Responsible Party shall supervise and be responsible for the conduct and safety of all persons attending the Function. The CDD shall not be responsible for property, supplies or equipment brought by the Client or any person attending the Function. Client and persons attending the Function use CDD facilities at their own risk. The CDD reserves the right to retain a security guard or guards for the Function at Client's/Responsible Party's expense if the CDD, in its sole and unrestricted discretion, deems it desirable.
- 13) The CDD shall be excused from furnishing the services and items specified above when such failure is a result of, related to, or on account of government regulations, labor disputes, utility or material shortages or other circumstances beyond the CDD's control. In the event the CDD cannot furnish the services, accommodations, or items referenced above for any of the above reasons, it may, at its own discretion, refund all deposits to client in full satisfaction of its obligations hereunder, or in its discretion, may substitute other available services, accommodations, or items at prices ordinarily charged for the same but not in excess of the price agreed to herein.