



**DURBIN CROSSING
FACILITY RENTAL APPLICATION**

**PLEASE NOTE: NO FACILITY CAN BE RESERVED
WITHOUT THIS APPLICATION AND ALL
APPLICABLE FEES PAID.**



DURBIN CROSSING FACILITY RENTAL FORM

South Amenity Center phone number: 904-230-2011

South Amenity Center address:

145 S. Durbin Parkway
St. John's, Florida 32259

North Amenity Center address:

730 N. Durbin Parkway
St. John's, Florida 32259

Form must be completed by resident / Today's date: _____ 08/01/2023

*The South Social Hall does not include any use of the pool. Neither patio rental includes use of the Social Hall, just the kitchenette area.

Facility Requested: South Social Hall / \$140 _____ South Patio / \$40 _____ North Patio / \$40 _____

Name of applicant: _____ Date of Rental: _____ Time: _____

Street Address: _____ Contact Phone Number: _____

Email address: _____ Intended Use: _____

Est. attendance, if all invited were to attend. Max. capacity for the South Hall is 40, N/S Patios is 25: _____

I acknowledge that the service of alcohol at a private facility rental is prohibited. When renting the South Social Hall, with CDD Board approval, special event insurance, and the services of a licensed caterer, an alcohol exemption could be obtained.

No alcohol, beer, wine, glass, etc., will be served at my event. Required Initial: _____

I agree to indemnify and hold harmless the Durbin Crossing Community Development District, Durbin Crossing LLC and Durbin Crossing North, LLC, and their 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 liability, claims, actions, suits or demands by any person, corporation or other entity, for injuries, death, property damage or other damage of any nature, arising out of, or in connection with, the use of the Amenity Center. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, Fla. Stat.

I have read, understand and agree to abide by all policies and rules of the District governing the Amenity Center. I acknowledge that failure to adhere to the District's policies and rules may result in the suspension or termination of my privileges to use the facility. I also understand that I am financially responsible for any damages caused by me, my family members, and/or guests. If requested, I will obtain an event insurance policy naming the Durbin Crossing Community Development District, Durbin Crossing LLC and Durbin Crossing North, LLC, and their agents, supervisors, officers, directors, employees and staff as additional insured's.

Signature of Applicant / Must be resident or annual pass holder and in attendance for the entire event. Date

I have read and understand the following (please initial by each):

_____ The four (4) hour maximum time limit includes setup and clean up time. Rental time frames are between 10am and 9pm.

_____ Each patron may rent a venue of either Amenity Center no more than (4) times a calendar year.

_____ I agree to abide by the lightning and thunder policies related to any and all outdoor patio rentals at either facility.

_____ Residents must inform their guest(s) that once the scheduled party is complete, all guest(s) are required to exit the facilities.

_____ Your deposit check will be shredded within 48 hours after your post party checklist is reviewed to the satisfaction of the District. If you would like to make other arrangements, please specify at the time of your rental. *We cannot accept cards, money orders, or cash.

_____ Additional fees may be assessed if the cleanup is incomplete or if event is not kept within the identified time frame you selected above.

*Arriving early for any reason is not permitted. If your rental time is to begin at 1pm, we look forward to granting access at that time.

_____ Additional fees may be assessed if ANY policies are not adhered to including but not limited to; alcohol, glass, capacity limits, etc.

Rental fee amount / Payable to Durbin Crossing CDD: _____ Check #: _____

Deposit Amount / Payable to Durbin Crossing CDD / 1 check for \$500: Check #: _____

Party Coordinator Fee / *\$60 when applicable / Payable To Vesta: Check #: _____ *South Social Hall always & North patio except June, July & Aug.



DURBIN CROSSING FACILITY RENTAL



CLEAN-UP CHECKLIST

SOCIAL ROOMS:

- _____ Wipe off counters, sink area and all table tops
- _____ Wipe out microwave, if used
- _____ Clean up food and drink spills, crumbs
- _____ Sweep the floors
- _____ Empty garbage, carry to dumpster and replace garbage liners
- _____ Return any "moved" furniture to the original location

POOL DECK:

- _____ Remove all party items and decorations
- _____ Wipe off tables and benches
- _____ Sweep deck and surrounding area
- _____ Empty garbage, carry to dumpster and replace garbage liners
- _____ Return furniture to its original location

I understand that the total refund of my deposit is based on completion of the identifies tasks and by abiding by the guideline in the Facility Rental Policies.

Signature of Renter

Date

FOR OFFICE USE ONLY

Post Rental Inspection / Staff signature: _____ Date: _____

Staff Notes: _____