

Lake Asbury Community Association, Inc.
Community Center: 282 Branscomb Rd., Green Cove Springs, FL 32043
Building Rental Agreement

Lake Asbury Community Center Rental Information

Welcome! The Lake Asbury Community Center is available for your special events, including parties, birthdays, weddings, receptions, and showers. We aim to provide a comfortable and convenient space for your celebration.

Facility Features:

- **Capacity:** 80 persons (fire code)
- **Availability:** Friday, Saturday, and Sunday, 7:00 AM to 11:00 PM
- **Main Hall:** Beautiful, well-lit hall with gabled ceilings
- **Accessibility:** Wheelchair accessible building and parking
- **Kitchen:** Full kitchen with stove, microwave, coffee pot, and refrigerator (no ice machine)
- **Restrooms:** Two restrooms, one handicap accessible
- **Tables & Chairs:** 12 rectangular 8' tables, 1 rectangular 6' table, and 80 chairs (included in rental)
- **Technology:** 75" Samsung TV and Sound-Bar available for an additional \$50.00 (connect via cell phone, laptop, or flash drive)
- **Location:** Community Park access via side door, large parking lot on the opposite side.

Rental Agreement:

This agreement is between the Lake Asbury Community Association, Inc. ("the Club") and the renter ("the Tenant").

Rental Terms & Conditions:

- **Permitted Use:** The building may be used for private events.
- **Prohibited Activities:**
 - Promotional ventures, sales activities, commercial ventures, or collection of admission fees.
 - Athletic, physical, or sports activities.
 - Alcohol consumption.
 - Smoking or candle use (Sterno for chafing dishes is permitted).
 - Bonfires, bounce houses, fireworks, pyrotechnics, or mechanical rides.
 - Illegal substances, firearms, or concealed weapons.

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- **Neighborhood Respect:** Tenants must respect the building, park, and surrounding private properties.
- **Waste Disposal:**
 - The Club does not provide garbage services or a dumpster.
 - Plastic bags are provided.
 - Tenants must remove all trash and garbage from the premises.
- **Cleaning:**
 - Cleaning supplies (brooms, mops, plastic bags) are provided in hall closets.
 - Tenants must leave the building and premises as clean as found.
- **Damage:**
 - No tacks, nails, staples, pins, tape, or glue on walls or ceilings.
 - Tenants are responsible for any damage to the building or equipment.
- **Liability:**
 - Tenants are responsible for the conduct of their guests.
 - The Club is not liable for any damage or injury resulting from the tenant's or guests' carelessness or negligence.
- **Indemnification:** The Tenant agrees to indemnify and hold harmless the Club from any claims arising from the use of the premises.

Fees & Policies:

- **Rental Fees:**
 - Friday & Saturday: \$300.00
 - Sunday: \$250.00
 - 75" Samsung TV and Sound-Bar available for an additional \$50.00 (can we remove?)
 - Building is not available Monday through Thursday.
- **Deposit:** \$75.00 cleaning/repair deposit (fully refundable if rules are followed and building is clean).
- **Cancellation:** 14-day notice required for full refund (less credit card processing fees).
- **Event Insurance:**

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- Required for all events.
- Proof of insurance must be provided before reservation is confirmed.
- Insurance may be obtained through your own carrier or via
<https://www.theeventhelper.com#6ukomo>

Tenant Name Printed: _____

Tenant Signature: _____ **Date:** _____

Lake Asbury Contact Information:

Brittney Scantling

Phone:

Email: brittney.scantling@gmail.com

Thank you for considering the Lake Asbury Community Center!