

## **Lake Asbury Community Association, Inc.**

*Community Center*

*282 Branscomb Rd., Green Cove Springs, FL 32043*

### **Building Rental Agreement**

**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 (connect via cell phone, laptop, or flash drive)
- **Location:** Community Park access via side door, large parking lot on the opposite side.

#### **Rental Agreement Statement:**

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

#### **Indemnification:**

- The Tenant agrees to indemnify and hold harmless the Club from any claims arising from the use of the premises.

### **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.
- **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.

**Fees & Policies:**

- **Rental Fees:**
  - Friday & Saturday: \$300.00
  - Sunday: \$250.00
  - Building is not available Monday through Thursday.
- **Deposit:** \$75.00 security deposit due when scheduling your event (fully refundable if rules are followed and the building is left clean).
- **Cancellation:** 14-day notice required for full refund (less credit card processing fees).
- **Event Insurance:**
  - *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>

**Lake Asbury Building Rental Contact Information:**

Brittney Scantling

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**Thank you for considering the Lake Asbury Community Center!**