



**FAIRFAX HALL USE AGREEMENT (RESIDENT)**

Arlington Ridge Community Development District (ARCDD) and the undersigned Resident/Responsible Party hereby agree on the use of the facility as specified below, subject to the terms and conditions herein.

**RESIDENT/RESPONSIBLE PARTY INFORMATION:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE NO. \_\_\_\_\_ EMAIL: \_\_\_\_\_

**RESIDENT FUNCTION INFORMATION:**

TYPE OF RESIDENT FUNCTION: \_\_\_\_\_  
FUNCTION DAY & DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_  
\_\_\_\_\_

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

THIS IS A REOCCURRING FUNCTION (Y/N): \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
ESTIMATED NUMBER OF ATTENDEES: \_\_\_\_\_ CATERING SERVICES TO BE USED (Y/N)? \_\_\_\_\_  
ALCOHOL PLANNED TO BE SERVED/CONSUMED (Y/N): \_\_\_\_\_ ALCOHOL PLANNED TO BE SOLD (Y/N): \_\_\_\_\_  
REQUEST TO USE AUDIO VISUAL EQUIPMENT (Y/N): \_\_\_\_\_ (This use will incur a \$30 fee for use)

The Resident/Responsible Party acknowledge that they have read and understand the Facilities Use Policy and the Additional Provisions located on the reverse side of this Agreement, and that it correctly states their intentions.

**RESIDENT/RESPONSIBLE PARTY**

**ARLINGTON RIDGE CDD**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Manager Date

**NOTE:** The Resident(s)/Responsible Party agrees to leave the facilities used in the same condition as prior to event. The following must be done immediately upon its conclusion:

- i. Remove all garbage. Vacuum carpet.
- ii. Take down all party displays.
- iii. Wipe down table surfaces.
- iv. Return all furniture to original locations.

\_\_\_\_\_ I have read and agree to the terms outlined for Fairfax Hall as indicated in the Facilities Use Policy.  
By initialing above client/responsible party agrees to \$150 (refundable) cleaning fee and subject to Security Attendant Fee (\$30/hour) if attendance exceeds 50 people, serving alcohol, and/or the event is held outside admin operating hours. If applicable, resident agrees to pay Audio Visual Fee of \$30 (non-refundable).

**DUE AT TIME OF RESERVATION:** CLEANING FEE (\$150) RECEIVED BY \_\_\_\_\_ CSH/CHK NO.: \_\_\_\_\_

**DUE 30 DAYS PRIOR TO EVENT, if applicable:**

SECURITY ATTENDANT FEE (\$30/HOUR) RECEIVED BY: \_\_\_\_\_ AMOUNT DUE: \$ \_\_\_\_\_  
AUDIO VISUAL FEE (\$30) RECEIVED BY: \_\_\_\_\_ AMOUNT DUE: \$ \_\_\_\_\_  
CSH/CHK NO.: \_\_\_\_\_ TOTAL AMT DUE: \$ \_\_\_\_\_

## ADDITIONAL PROVISIONS

- 1) Reservations for resident use of Arlington Ridge Community Development District (ARCDD) facilities, can be made at the Administrative Office, on a first come first serve basis subject to the current published rates. Reservations must be made by at least one person who will act as the Client/Responsible Party.
- 2) Use of Fairfax Hall includes the use of the facility, tables, chairs, and restrooms only. Use of other equipment will be based on availability and subject to additional fees.
- 3) In the event that catering services are desired for the function, the Chesapeake Bay Grille shall be offered the chance to provide such catering services, which it may accept or deny in its sole discretion. Catering services provided by a vendor other than the Chesapeake Bay Grille may only be utilized if the restaurant has first been provided an opportunity to provide the services and has thereafter declined such opportunity. Catering service with the Chesapeake Bay Grille requires a separate agreement with the restaurant.
- 4) ARCDD facilities are available to be used between the hours of 9:30 am and 11:00 pm except for New Years' Eve or if special arrangements have been approved by management. Function rooms are assigned according to the guaranteed minimum number of persons to be in attendance. Reservation 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 reservation period of the rental.
- 8) No admission fees whatsoever shall be collected by any person unless it is part of an approved ARCDD event or activity, or otherwise approved by ARCDD.
- 9) Client/Responsible Party shall be responsible for walls, furnishings, 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). Tacks or nails may not be used for decorations. If there is any damage and/or loss to the walls, 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.
- 10) Client/Responsible Party shall supervise and be responsible for the conduct and safety of all persons attending the function. ARCDD 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 ARCDD facilities at their own risk. ARCDD reserves the right to retain a security guard or guards for the function at Client's/Responsible Party's expense if ARCDD, in its sole and unrestricted discretion, deems it desirable.
- 11) ARCDD 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 ARCDD's control. In the event ARCDD cannot furnish the services, accommodations, or items referenced above for any of the above reasons, it may, at its own discretion, refund all deposits, if any, to client in full satisfaction of its obligations hereunder, or in its discretion, may substitute other available services, accommodations, or items.
- 12) When alcohol is planned to be served/consumed or sold at a function, the Client/Responsible Party may be required to procure Special Events insurance coverage, in ARCDD's sole discretion, depending on the nature of the event, the number of attendees anticipated to attend the function.
- 13) Client/Responsible Party is required to pay a \$150 (refundable) cleaning fee for use of the facility at the time of reservation. In Addition, the Client/Responsible Party may be required to pay a security attendant fee for an event that exceeds 50 people, if alcohol is being served, and/or if the event is being held outside of administrative operating hours. This fee is charged at \$30 per hour (non-refundable) from the time the first guest arrives until the last guest/vendor leaves. An Audio-Visual fee is charged at \$30 (non-refundable) for an event where the equipment is reserved for use. Security attendant fee and Audio-Visual fees are due no later than 30 days prior to the scheduled event date.