

HERONS GLEN RECREATION DISTRICT BANQUET POLICIES

All reservations and agreements for Banquet Event Orders are subject to the Rules and Policies of Herons Glen Recreation District (HGRD), its Management's policies and the following conditions:

USE OF HGRD FACILITIES

The area reserved for the event is the only area that is to be used for the party. Attendees will not be permitted access to other areas of the HGRD.

DECORATIONS AND EVENT SET UP

Hosts of parties must have all decorations approved by management of the HGRD. Nothing may be nailed or affixed to the walls, ceilings, or floors of the HGRD. No tape, nails, or staples are permitted to attach pictures, signs, banners, or posters to the walls.

All decorations, including flowers, dance floors, risers, band equipment, or anything of any nature that is brought onto the HGRD premises must be delivered on a schedule approved by management of the HGRD. Set up times requested beyond a reasonable amount of time may require an additional room rental fee.

In addition, all items must be removed promptly at the conclusion of the event unless another schedule is approved by management. As other groups may follow your function, it is imperative that all articles be removed at the conclusion of the event.

FOOD AND BEVERAGE PROVIDED BY HGRD

All food and beverages for parties to be held on the premises of the HGRD must be provided by the HGRD with the lone exception being wedding cakes or specialty birthday cakes, which may be provided by an outside vendor. Management may apply a service fee on cakes not provided by the HGRD.

SERVICE OF ALCOHOLIC BEVERAGES

The HGRD abides by all laws of the State of Florida regarding the purchase, sale, and consumption of alcoholic beverages on the HGRD's property. Due to state and local liquor laws, all alcoholic beverages to be served and consumed on the HGRD's premises must be purchased from HGRD and residents or guests may not bring alcoholic beverages on the premises (including the parking lot).

No person under the age of twenty-one years of age or anyone that is intoxicated will be served any alcoholic beverages on the premises of the HGRD. Except for certain HGRD sanctioned events, the HGRD will not serve any alcoholic beverages beyond 11:00 p.m. and all persons must vacate the premises by 12:00 a.m. HGRD reserves the right to refuse alcohol or service to anyone deemed to be intoxicated or disruptive. Management reserves the right to close the bar and cease all sales of alcohol should it be determined that such sales cannot be carried out safely and within state and local laws regarding alcohol service.

At functions where the ages of the majority of guests are between the ages of 16 and 21 years of age, the HGRD requires the following:

- § Guests leaving the inside of the Clubhouse will not be permitted to return to the party.
- § If there will be more than fifty persons attending the party in the age group described above and alcoholic beverages will be served at the function, the HGRD may require the host to provide one or more off duty police officers to monitor the event at the expense of the host.

At any party where alcoholic beverages will be served and minors are present, the HGRD may require the use of identification measures to ensure that persons under the age of twenty-one years of age are not served alcoholic beverages on the premises of the HGRD. Such identification measures may include wrist bands and/or black light recognition hand stamps. When required, and at the discretion of the HGRD, the host will bear the cost of additional labor to implement the extra identification measures.

GUESTS

The Host must provide the Event Coordinator with a list of guest names at least 72 hours prior to the event for use by management and security to grant guests entrance to the property for the event.

All guests attending a banquet at the HGRD must be invited by the Host. Examples of invitations that are not permitted by the HGRD include:

- § A Resident or Non-resident host may not use purchased mailing lists or invitations addressed to "Resident".
- § A Resident or Non-resident host may not advertise the event in print or broadcast media.
- § Attendees at any banquets at the HGRD are by invitation only.

VALET PARKING

At the discretion of the HGRD, large events may require valet parking at the expense of the host.

SECURITY

For parties in excess of one hundred persons, the HGRD may require one or more off duty police officers at the discretion of HGRD management and at the expense of the Host.

DEPOSITS

Payment of the room rental fee is required at the time of booking. The room rental fee will be refunded only in accordance with the cancellation policy. There is also a refundable security deposit of \$500 for Non-resident hosts that will be refunded if there are no damages to the facilities related to your event by you, your guests, and/or your contractors.

Room rental fees are waived for Residents' personal parties, when a meal is served. However, a Resident Host will be responsible for a cancellation fee when canceling an event. The fee will be calculated by using the non-resident rental fee and applying it to the cancellation provisions.

CANCELLATION PROVISIONS

R= Room Rental Fee

E= Expected Total Charges for the event not including sales tax and gratuity

For parties booked in the Ballroom on a Friday or Saturday night:

# of days prior to the event	90+	45+	45 or less
Cancellation fee:	R	R+25% of E	R+50% of E

For parties booked in other rooms other than a Friday or Saturday night:

# of days prior to the event	90+	45+	45 or less
Cancellation fee:	none	R	R+50% of E

GUARANTEE

The Host's guaranteed (final) guest count or the number of guests that actually attend the event, whichever is greater, is the amount that will be billed. In the event that no guaranteed (final) guest count is received 72 hours prior to the event, the last estimated count will be considered a final guarantee and charges will be incurred for that amount. Please remember that it is the Host's responsibility to contact HGRD with the final count. Payment must be made by credit card, certified check, or money order.

PRE-PAYMENT

For Non-resident hosted events, pre-payment of expected charges is required when the guaranteed (final) number of guests is provided to the HGRD. This final guarantee is required at least 72 hours prior to the function.

LIABILITY AND DAMAGE

HGRD does not assume responsibility for personal property and equipment brought on the premises by the event host or his agents. HGRD is not responsible for damage, loss or theft of any articles or merchandise left on the premises prior to, during or following a function.

Performance of the event is contingent upon the ability of the HGRD management to complete the same, and is subject to labor troubles, restrictions upon travel, transportation of foods, beverages or supplies, and other causes whether enumerated herein or not, beyond the control of management preventing or interfering with performance. HGRD reserves the right to employ a caterer, as deemed necessary by management should HGRD not be able to provide such services for any reason. In no event shall HGRD be liable for the loss of profit or for other similar or dissimilar collateral or consequential damages, whether based on breach of contract, warranty, or otherwise.

HGRD reserves the right to inspect and control all events, but is not responsible or liable for any injury or damage to persons or property not caused directly by HGRD or its employees. Expenses of damages to HGRD property caused by the host or his guests will be charged to the host after deduction on any paid deposit.