

CITY OF LAKE ALFRED, FLORIDA
MACKAY GARDENS AND LAKESIDE PRESERVE
RULES AND REGULATIONS

These are the rules and regulation of the Mackay Gardens and Lakeside Preserve. Please be sure that you read and understand these rules and regulations that have been governed by the City of Lake Alfred. After reading the rules and regulations you will sign acknowledging you understand them and that you will agree to abide by them. If for any reason you default on any of these rules and regulations it will constitute forfeiture of up to the total security deposit.

What is required to reserve my date:

- A \$500.00 security deposit and user application must be received by the Parks and Recreation Department to reserve the date of the event.

If I cancel my event:

- A 50% cancellation fee will be charged to the security deposit if the event is cancelled four (4) months or more prior to event.
- The total security deposit will be forfeited if the event is cancelled less than four (4) months prior to event.

What my responsibilities are:

- Payment is due in full thirty (30) days prior to the scheduled event.
- The key is to be returned to the Parks and Recreation Department office the next morning after the event. For a Friday or Saturday rental the key must be placed within the drop-box located outside of the Mackay Estate entrance.
- The key to the facility is available for pick-up only on the day of the event from the Parks and Recreation Department no earlier than 8:00 a.m. Monday through Friday. If my event is on Saturday or Sunday, the key may be picked up before 3:00 p.m. on Friday afternoon. Only key pickup is allowed, no setting up on the Friday before unless arrangements were already made with the Parks and Recreation Office.
- Trash is to be placed in the appropriate trash receptacles that are provided inside and outside of the facility.
- The building and/or grounds **must** be cleaned up on the same evening of the event. Should additional time be required to clean-up the next day after the event, there will be a 2-hour rental fee charged in the amount of \$50.00 plus tax. Arrangements are to be made with the Parks and Recreation Department two weeks prior to the event. With an extension, all clean-up must be completed before 10:00 a.m. the following morning. Failure to notify the department within the required time frame or cleanups for approved extensions that are not complete by 10:00a.m. will constitute forfeiture of up to the total security deposit.

- I will not hold the City of Lake Alfred responsible for any equipment that has been rented from a rental company (i.e. tents, chairs, tables, decorations, etc.). I am responsible for the delivery and pick-up of the equipment from the facility. Any equipment that is left for the next day pick-up must be pre-approved through the Parks and Recreation Department. This is only for items that are to be picked up by the rental company and does not include personal decorations, trash or other personal items left on the premises.
- I understand that if I am having a dance floor for my event, it cannot be larger than 16 feet by 16 feet. No homemade or makeshift dance floors are allowed.
- Personal items are my responsibility and agree not to hold the City of Lake Alfred liable if any personal items are lost and/or damaged.
- I agree to be solely responsible for and pay the cost of repair and/or replacement of equipment and/or any damages caused by me or my guests to the grounds or building while the Mackay Gardens and Lakeside Preserve is being used during the event/program.
- I understand that in the event that the security deposit does not cover any damage incurred during the event/program that the City of Lake Alfred reserves the right to bill for the cost of damages. The City of Lake Alfred may charge interest of 10% per month until the payment is paid in full.
- I understand that I will receive the security deposit back in the form of a check after the event has taken place (during the City's payout week) and if there are no damages or charges incurred that will come out of such deposit. There is no cash for cash refund. The security deposit refund may take from 2 to 4 weeks to be mailed out.
- In the event I need to make a change to my reserved date, I understand that I may do so at no additional charge for the first occurrence. All subsequent changes thereafter will incur a \$50.00 charge (plus tax) for each occurrence.

What is not allowed:

- No smoking in all City of Lake Alfred buildings or in any other public areas in accordance with the Florida Clean Air Act.
- Do not remove chairs, tables, or any other equipment and/or materials from the building.
- **NO** open flamed items, such as fire-pits, luminaries, tiki torches, candles, grills, sparklers, etc., will be permitted inside and/or outside the facility, such as driveway, gardens, gazebo, porches, etc.
- No decorations may be placed on the walls, doors, staircase, fireplace, and/or windows. All decorations **must** be free-standing only or you may use the hooks that are currently on the walls already.
- No alcoholic beverages may be present on the premises unless you have a uniformed City of Lake Alfred police officer.
- No food trucks are allowed on the property.

What is allowed:

- You may use flameless battery-operated candles.
- If alcoholic beverages are going to be present at the event a uniformed City of Lake Alfred officer **must** be present for the time the alcoholic beverages are being served with a minimum of two hours at \$44.00 per hour. Issue, incidence, or complaints that require the presence of additional law enforcement will constitute forfeiture of up to my total security deposit.
- 10:00 a.m. to 11:00 p.m. is considered a whole day rental. Any additional time needed, such as decorating, must be pre-approved by the Parks and Recreation Department Office.
- Rehearsal times are available only for three hours the night prior to my event/program for a minimal fee of \$100.00. If more time is needed, then the full day rate will apply.
- The Mackay Gardens and Lakeside Preserve is available Monday through Thursday to rent with a 2-hour minimum time frame @ \$50.00 (plus tax) per hour. These rentals may not be scheduled more than 2 weeks in advance. A security deposit of \$500.00 is required to reserve the Mackay Gardens and Lakeside Preserve. Friday, Saturday, and Sunday rentals will be at the full day rental price.
- The City of Lake Alfred has the discretion to negotiate the terms of use with a private instructor or educator to hold educational classes or meetings at this facility.

What would cause forfeiture of my security deposit:

- If I do not return the key to the Parks and Recreation Department this will constitute forfeiture of up to my total security deposit.
- If I do not leave the building and/or grounds as it was at the time of my rental this will constitute forfeiture of up to my total security deposit.
- If me and/or my guests do damage in or to the facility rented this will constitute immediate termination of my event/program, if in progress, and forfeiture of up to my total security deposit.
- If there is an issue, incidence, or complaint that requires the presence of law enforcement at my event, it will constitute the forfeiture of up to my total security deposit.
- In the event I am non-compliant of the terms and conditions of this agreement, the City of Lake Alfred has the right to terminate this agreement and will constitute in forfeiture of up to my total security deposit.

City of Lake Alfred is not responsible for:

- Personal property, such as decoration, flowers, food, etc., that is left in the building and/or grounds when my rental is completed.
- The City of Lake Alfred will not be liable for, and I hereby discharge and hold the City harmless from any and all claims for loss, damage or injury of any nature to person or property, which claims result in any way from, occur, in any manner from or are connected to the use of the City facility.

I, _____, agree to abide by the regulations governing the said facility and am responsible for charges incurred to the City of Lake Alfred including any damages to the facility. It is also understood that the person signing this rental agreement is ultimately responsible and liable for all occurrences during the event, including those caused by hired caterers, decorators, guests, etc. I will also sign a Hold Harmless agreement that will hold the City of Lake Alfred harmless and not responsible for any damage to personal property, claims of loss, or injury of any nature as mentioned above. I also understand that any of the rules and regulations may change at any time without any prior notification.

Applicant's signature

Date

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