



Ruskin Park- Venue Rental Agreement

This agreement is made, entered into and effective on _____(date), by and between Homeowner’s Collection, Inc. (HOCO), P.O. Box 4812, Santa Rosa Beach, FL as Lessor and:

Lessee:

Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____

Work Phone _____

Cell Phone _____

Email Address _____

Best way to reach you during normal business hours (check one):

home _____ work _____ cell _____ email _____ text _____

Best way to reach you after business hours or on weekends (check one):

home _____ work _____ cell _____ email _____ text _____

Bride name _____

Groom name _____

Use of Venue:

- A. Lessor agrees to make Ruskin Park available to Lessee on _____, 20__ for the purpose of hosting a _____ (please indicate type of event).
- B. Lessee understands that the Park will only be available for use during the dates and times defined in this agreement as indicated and initialed by both parties below:

Date: _____

Time: _____

Date: _____

Time: _____

Lessee Acknowledgement: _____

Lessor Acknowledgement: _____

Venue Rental Fee:

- A. Lessee agrees to pay \$ _____ plus 7.5% sales tax for the use of the Ruskin Park facility on the dates and times outlined above.
- B. Lessee understands that a 50% deposit is due on the date this contract is executed and payment in full is due 60 days prior to the event.
- C. Lessee acknowledges that should the need to cancel this agreement arise, they will forfeit their 50% deposit unless Lessor finds a new Lessee for the same time period. Furthermore, should the need to cancel the venue arise within 60 days of the event, Lessee will forfeit 100% of the fee unless the Lessor can find a new Lessee for the same time period.

Usage Guidelines:

- A. Lessee understands and agrees to abide by all policies outlined in the attached Schedule A as established by the Ruskin Park Homeowners Association.
- B. Lessee understands and agrees that only approved vendors will be allowed to participate.
- C. Lessee understands and agrees that an approved wedding planner must be obtained for the event.
- D. Lessee acknowledges that parking in the Seaside community is limited and that all events must come with a parking plan appropriate for the number of expected guests and approved by HOCO at least two weeks prior to the event.
- E. Lessee acknowledges that failure to strictly comply with all requirements can result in fines up to \$500.00 per occurrence.

Lessor Responsibilities:

- A. HOCO will be responsible to ensure that proper cleaning/trash removal is performed before and after the event.
- B. HOCO will have a representative on site before, after, and during the event to assist with any last minute needs requested by Lessee.
- C. HOCO will provide Security for the duration of the event.
- D. Upon request, HOCO will provide Lessee with a list of recommended service providers to assist in planning and coordination needs.

In accordance with the guidelines set forth herein, Lessee and Lessor mutually agree as evidenced by the signatures below:

Signed, sealed and delivered in the presence of:

Lessor:

The Rental Owners Group, Inc. d/b/a The Homeowner's
Collection at Seaside, FL

By:

Its:

Date:

Lessee:

Name (Print):

Signature:

Date:



Ruskin Park- Schedule A

- Venue set up can begin at 9:00 a.m. on the date of the scheduled event.
- The event must adhere to the noise ordinance established by Walton County and the community of Seaside. This means that the event must end no later than 10:00 p.m. and the crowd must disperse. There are absolutely no exceptions to this guideline. Additionally, all breaks down must be completed by 11:00 p.m.
- While the Ruskin Place Owners Association acknowledges that some food preparation may be necessary on site, off site food preparation is strongly encouraged.
- A catering tent will be allowed in the ally way located on the East or West side of the park. The ally used will be rotated from one event to the next. Lessor will advise Lessee of proper tent placement for the contracted event. Lessee is responsible to ensure that tent placement is in the designated location.
- All service vehicles will access the park through the ally on the West side. Trucks are to back in, unload, and immediately relocate to an authorized parking space on Smolian circle. Service vehicles are not allowed to remain parked in the ally for the duration of the event.
- Absolutely no parking on the pavers.
- All Bands must set up on the stage.
- Dance floors are allowed, but must be placed between the stage and the brick pavers located parallel to the stage or directly on the brick pavers.
- No sparklers and or fireworks of any kind may be used at any time.
- Under no circumstances can ice, drinks, or garbage be dumped on the lawn or in the flowers beds
- Under no circumstances is oil, food, or any other foreign material allowed to be dumped on the pavers, grass, or other landscaping in the park.
- It is the responsibility of caterers, florist, and wedding planner to make sure that all garbage is removed from the lawn before leaving for the night.
- Tents are allowed provided that set up does not damage any trees in the park.
- Additional lighting is allowed provided that set up does not damage any trees in the park.
- Service providers are not allowed to use the flowerbeds for any reason including standing in them to serve.
- Lessee's failure to adhere to the guidelines outlined above will result in a \$500.00 fine per occurrence. Additionally, any damage to the park by Lessee will be repaired at Lessee's expense.

Lessee Acknowledgement_____

Lessor Acknowledgement_____