



## Seaside Pavillion - Venue Rental Agreement

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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 \_\_\_\_\_

**Use of Venue:**

- A. Lessor agrees to make the Seaside Pavilion available to Lessee on \_\_\_\_\_, \_\_\_\_13, for the purpose of hosting a \_\_\_\_\_ (please indicate type of event).
- B. Lessee understands that the Seaside Pavilion 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: \_\_\_\_\_

Lessee Acknowledgement: \_\_\_\_\_

Lessor Acknowledgement: \_\_\_\_\_

**Venue Rental Fee:**

- A. Lessee agrees to pay \_\_\_\_\_ plus 7.5% sales tax for the use of the Seaside Pavilion 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 that an approved wedding planner must be obtained for the event.
- B. Lessee understands and agrees that only approved vendors will be allowed to participate.
- C. Lessee understands and agrees to abide by all policies outlined in the SEASIDE event guidelines as established by the Seaside Community Development Corporation attached to this document as Schedule A.
- D. Lessee acknowledges that as a part of the SEASIDE event guidelines a Space Request Form will be submitted to SCDC by Lessor. Lessee agrees to abide by all commitments made in the Space Request Form and understands that any variances to the information provided must be re-submitted to the Seaside Community Development Corporation for approval before any deviations can be made.
- E. Lessee acknowledges that failure to strictly comply with all requirements below can result in fines up to \$500.00 per occurrence.
- F. 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.

**Lessor Responsibilities:**

- A. HOCO will fill out the appropriate Space Request form required by the Seaside Community Development Corporation and serve as the event sponsor.
- B. HOCO will be responsible to ensure that proper cleaning is performed before and after the event.
- C. HOCO will provide one off duty officer for security during the event.

- D. HOCO will have a representative on site before, after, and during the event to assist with any last minute needs related to the facility.
- E. HOCO, with reasonable notice, will make the facility available to Lessee and Lessee's designees for planning and coordination purposes.

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: