

PLANTATION MANOR RENTAL AGREEMENT

FULL HALL COMMERCIAL

Name:	
Phone (Cell):	(Home):
Address:	
Type of Event:	
Date of Event:	# of people:
Time of Event:	Time of Departure:

MAKE CHECK PAYABLE TO: **CSA**, 100-D PLANTATION DRIVE, TITUSVILLE, FL. 32780

Reservation/Security Deposit: \$ _____ (Refundable)

Contract Price: Full Day \$ _____

7% Sales Tax: \$ _____

TOTAL: \$ _____

Received payments

Required Deposit to Hold Date: \$ 500.00 _____

Balance due 14 days prior to event \$ _____

Usage Rules and Regulations:

1. Maximum sit-down capacity is 240 people for full hall.
2. No tape, nails or anything that will mar or damage surface the walls, tables, dance floor or stage, etc. No decorating of the manor lobby.
3. **NO SMOKING** in lobby or main hall. Smoking is permitted on front porch only.
4. **CLEANUP:** Post function cleanup (mopping dance floor, vacuuming carpet, cleaning restrooms) is included in the price of the rental. Renters are expected to remove all items brought in for the function. If excessive cleanup is required a portion or all of the security deposit may be forfeited.
5. No cooking of any kind is allowed inside Plantation Manor.
6. Any alcohol must be provided and served by The Blue Heron
7. The Great Outdoors provides table (up to 30 ROUNDS) and chairs to accommodate 240 guests for a sit-down dinner.
8. Set-up of tables will be done by CSA staff per drawings furnished by lessee.
9. No rice, bird seed, sprinkle glitter, crazy foam, smoke or fog machine or other substance is allowed inside or outside of Plantation Manor. No sparklers or fireworks of any kind are allowed in The Great Outdoors. Live trees must have bags around the base to protect carpet.
10. Plantation Manor will be made available for set-up and decorating from 2:00 PM – 8:00 PM the day before the event if Manor is available and must be cleared by 12:00 midnight the day of the event, unless other arrangements have been made.
11. No parking is allowed in the front circular driveway, unless delivering supplies for the Manor.
12. All money due for rental of Plantation Manor must be paid in full 14 days before event or a late fee in the amount of \$100.00 will be charged.
13. Cancellation notice may be given by either party sixty (60) days prior to the event. If cancelled by the CSA the reservation deposit will be refunded.
14. Anyone under the age of 18 must be with an adult at all times and NOT allowed outside the building unattended.
15. All garbage/trash must be removed from the building by the end of your event.
16. SWIMMING POOL IS OFF LIMITS TO ALL LESSEES.
17. Lessee in charge of event must identify her/him self and report to the CSA employees on duty.
18. Non conformance with these rules or any damage to any property at The Great Outdoors will result in the forfeiture of the Security Deposit.

I/We agree with the above terms, rules and regulations.

Person(s) Leasing Plantation Manor

(Date)