



DEPARTMENT OF PARKS AND RECREATION • LAKE HOUSE

1202 KENLAKE AVE • SPRING HILL, FLORIDA 34606 • www.HernandoCounty.us
RECREATION P 352.754.4031 • F 352.754.4415 • EMAIL parksandrec@hernandocounty.us

Lake House Rental Application

Rental # \_\_\_\_\_
Code # \_\_\_\_\_

Name: \_\_\_\_\_ Organization (if any): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Rental Information

Rental Type: \_\_\_\_\_ Date: \_\_\_\_\_ Day/Days of Week: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_ # of Attendees: \_\_\_\_\_ Palmwood Builder's Pavilion: [ ] yes or [ ] no

Rental Fees:

Table with 4 columns: Rental Type, Day/Week, Hourly Rate, and All Day Rate. Includes rows for Daytime/Weeknight, Weekend Rental, and Special Events.

Rental Rate: \$ \_\_\_\_\_ per hour x \_\_\_\_\_ hours = \$ \_\_\_\_\_
Rental Rate: \$ \_\_\_\_\_ per hour x \_\_\_\_\_ hours = \$ \_\_\_\_\_
Sales Tax @ 6.5% = \$ \_\_\_\_\_
Total Amount Due = \$ \_\_\_\_\_

Deposit 1/2 of total fees: \$ \_\_\_\_\_
Balance Due: \$ \_\_\_\_\_
Balance Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
Security Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
Security Deposit \$300

\*Balance is due 14 days prior to rental. This is a NON-REFUNDABLE Contract

I fully understand that this application does not confirm any request until it has been signed, dated, reviewed and approved by an authorized Recreation employee, at which time a permit will be given to me or my representative, or mailed to the address designated above. If applicable, I understand that I will be informed prior to my event of any requirement for fees to be charged and collected for park staff. I further affirm that I have completed this application with as much accuracy and detail as possible. Security/Code Deposits are paid at the time codes are issued. Applicant agrees to hold Hernando County, its agents and employees harmless for any and all acts and/or omissions, and accepts sole responsibility for usage of the facilities. I acknowledge that I have received a copy and have read, understand and agree to all items and terms as outlined in the Lake House Agreement, including how to proceed in the event of any problems or emergencies that need immediate attention during my event.

PAYABLE TO: Hernando County Recreation Department or HCRD
\*\* Money Orders, Checks, VISA, MasterCard or Discover ONLY \*\*

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

Print Name: \_\_\_\_\_

Office Use Only

Received by STAFF: \_\_\_\_\_ Mail: \_\_\_\_\_ Fax: \_\_\_\_\_ Walk In: \_\_\_\_\_ App Entered By: \_\_\_\_\_
Fees Due: \$ \_\_\_\_\_ Payment Received By: \_\_\_\_\_ Entered By: \_\_\_\_\_

PAYMENT TYPE: [ ] MONEY ORDER / [ ] CHECK # \_\_\_\_\_ Credit Card Payment by [ ] Phone / [ ] Walk In
[ ] VISA or [ ] MASTERCARD [ ] DISCOVER ~ APPROVAL # \_\_\_\_\_

## Customer Care Copy

1. All requests for use and/or rental of this facility require submission of the application mailed or hand delivered to the address above.
2. Requests will be approved based on the application date (1<sup>st</sup> come, 1<sup>st</sup> serve) and approval by the Recreation Office, **NOT from verbal requests.**
3. A copy of the approved rental permit will be sent to you upon completion by Recreation staff, unless further details or clarification are necessary. You must have your copy of the approved permit with you at the time of your event in case proof of reservation is requested.
4. If you wish to hold a special event i.e. music festival/ benefit concert/ or any event that will have more than 100 people in attendance; staff has final say in whether your event will be deemed a special event. If a special event, please see staff for fees and proper paperwork.
5. Tables/chairs are not to be removed from building. Staff does not set up for any event; set up/ break down is up to renter. All tables and chairs must be put back according to directions given by staff.
6. Trash from building must be disposed of properly, removed from the building and taken to the nearest dumpster and you must provide your own trash liners when using these facilities. Do not leave overflow trash sitting next to trash receptacles. You are responsible for sweeping and mopping as needed after your rental to ensure the venue is in the same order as prior to your rental. This includes parking lot, grounds, hall, restrooms and kitchen.
7. All rental fees/balances must be paid 14 days prior to event. Checks for the balance of rental fees will be deposited immediately. **Rental fees are not refundable.**
8. **Security deposit of \$300.00 in a Money Order must be paid the week of rental in order to obtain entry code. Security deposit will be refunded after inspection of facility is completed.**
9. No smoking is allowed in county buildings, portables, concession facilities, press boxes or restrooms by order of the Hernando County Board of County Commissioners.
10. Applicant accepts the premises as is and agrees to hold Hernando County, its agents and employees harmless for any and all acts and/or omissions and accepts sole responsibility for usage of the facilities.
11. If you have any issues during rental hours, please call the On Call staff at **(352) 650-1334**

