Event Terms/Conditions

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1. Access and Use of HOA Property

- No member, resident, club, or officer may use HOA property or enter staff-restricted areas without express permission from the department leader or the General Manager (GM).
- Unauthorized access will result in a fine or disciplinary action, depending on the severity of the infraction.

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2. Event Coordination

All event planning and logistics must be coordinated through the **Director of Events,** to ensure proper scheduling, staffing, and use of HOA facilities.

All changes to event plans must be communicated to the Director of Events immediately. Failure to do so may result in reduced support or logistical delays.

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3. Food & Beverage Policy

A minimum of two weeks' notice is required for all event bookings. Requests made within two weeks of the event date will incur a $100 rush fee. Menu selections for last-minute events are subject to as-is. Should any customizations be requested, pricing is subject to change accordingly.

Outside Food & Drink

- Outside food or beverages are not permitted at events, **except** for cakes and small desserts, which require prior approval from the Director of Events.

Outside Catering Policy – Indian & Kosher Cuisine

- For events requiring Indian or Kosher cuisine, guests are permitted to bring in a licensed external caterer. The selected caterer must:
    - Provide a **Certificate of Insurance** listing us as an **additional insured.**
    - Provide the name of the caterer **no later than 2 week** prior to the event.

    - Submit a **receipt** for documentation as soon as food is ordered. No later than 1 week in advance.

- A **$200 catering liability fee** will apply, along with a **signed waiver** acknowledging that our venue is not liable for any foodborne illness or injury resulting from the external catering.
- The caterer is required to bring **all necessary equipment and supplies** needed to serve their food. **Use of our kitchen or any venue-provided supplies is strictly prohibited.** No on-site cooking is allowed. The caterer is responsible for cleaning up all items they bring on-site, including food, serviceware, and equipment.
- Upon arrival, a **Food & Beverage Manager** will check that all food items are at safe temperatures in accordance with health regulations. If the food does not meet safety standards, it will not be permitted for service. Food will have to be remade and brought back at proper temperature.

Leftover Food

- All food will be removed two hours after the event start time to ensure food quality and safety.
- Clients may take home leftover food under the following conditions:
    - Food safety and storage are the **sole responsibility of the client** once food has left HOA property.
    - Leftovers must be taken **immediately following the event** and cannot be stored in HOA facilities.

Alcohol

- All alcoholic beverages must be served by **HOA-approved bartenders**.
- Guests are **not permitted** to bring in or remove alcoholic beverages from the premises.

Food Handling Policy

- Members are not permitted to handle or serve any food for their event.

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4. Decorations and Damage Liability

Decorations

- All decorations must be **pre-approved** by the Director of Events.
- The following items are **not allowed**:
    - Open flames
    - Confetti, glitter, or rice
    - Nails, tacks, or adhesives that damage surfaces
    - Fog/smoke machines, unless approved and managed by licensed vendors
- Decorations must be **safely secured** and must not obstruct exits, signage, or ventilation systems.
- All décor must be **removed by the client** or their vendors during the events' scheduled times. Events held in the Event Center have a 1 hour window after the end of the event to tear down.

Damage Liability

- Clients are **financially responsible** for any damage to HOA property resulting from their event, including but not limited to:
    - Furniture, walls, floors, fixtures, or equipment
    - Damage caused by guests, vendors, or decorations
- A post-event inspection will be conducted by HOA staff.

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5. Payments/Deposits

- Initial Payment (Non-Refundable Deposit)
  To reserve your Special Event Date, a **non-refundable deposit of 25%** is required along with a signed Banquet Event Order (BEO) and Contract. The date is not secured until all 3 items are received. This deposit must be submitted within 5 days of signing the agreement or the date cannot be saved/guaranteed.
- A **50% deposit** of the estimated total event cost is due **one month before** the event date. **(Event Center events ONLY)**
- The remaining **25% balance** is due **10 days before ALL EVENTS** when the final headcount is submitted.

- A **final guest headcount** must be submitted to the Director of Events **no later than 10 days prior** to the scheduled event.

This headcount is necessary to finalize catering and staffing plans as well as prepare the gate house for the guests arriving. If the headcount is not submitted on time, the HOA reserves the right to:

    - Finalize food orders based on the last known estimate
    - Deny any requests for guest increases
    - Apply additional fees for last-minute adjustments, if accommodated

- Reductions in guest count made after the 10-day deadline **will not result in a refund** for pre-ordered food or services. We may be able to accommodate last minute guest additions based on availability. Any guest additions after the 10 day deadline will result in a 25% extra charge per person.
- Failure to meet these payment deadlines may result in cancellation of the event or loss of reservation.
- All private events will be subject to a **$250 refundable security deposit** for any damage, large cleanup. A credit card will need to be put on file for any additions to an event. (At the end of the document) Any remaining balance will be refunded and issued back to the card on file in 1-2 weeks.

6. Event Setup & Teardown

- All events held in the smaller rooms (Emma's, Four Suits, Crow's Nest, and The Office) must conclude by the end of regular operating hours—**8:00 PM (Monday–Thursday and Sunday) or 9:00 PM (Friday and Saturday)**—and may not exceed the standard 4-hour event duration. Should the client wish to extend the event beyond this timeframe, but **not exceed 11:00 PM**, an additional fee of **$100 per hour** will apply to accommodate staff overtime costs.
- All events held in the Event Center are limited to a maximum duration of four (4) hours. Should the client wish to extend the event beyond this timeframe, an additional fee of $200 per hour will apply to accommodate staff overtime costs.
- The client must be fully vacated from the room, including teardown of all decorations and personal items, by the end of the scheduled event time. If tear

down goes past the time of the scheduled event and additional fee of $100 for smaller rooms will be charged to the card on file. Events in the Event Center will have a 1 hour window after the end of the event to tear down. If tear down exceeds 1 hour then a $200 additional fee will be charged to the card on file.

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    - Any large trash items (Including but not limited to: balloon arches, carboard boxes, decorations) will be charged and taken from the $250 security deposit.

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7. Cancellation & Rescheduling Policy

- **All event cancellations must be submitted in writing via email to the Director of Events and are subject to the 25% non refundable deposit.**
- **Event cancellations made within 30 days will be subject to a 50% refund.**
- **Event cancellations made within 10 days will be subject to no refund.**
- No refunds will be issued for **unused services**, **no-shows**, or for any event canceled after staffing or supply orders have been finalized.
- Rescheduling requests are subject to **availability** of the space, staff, and resources.
- A reschedule will only be approved if:
    - The new date does not conflict with existing reservations or HOA operations.
    - Sufficient notice is given (minimum of **30 days**).

The HOA reserves the right to cancel or reschedule an event due to **emergency situations**, **property damage**, **unsafe weather**, or **other operational concerns**. In such cases, efforts will be made to refund fees or find an alternative date for the client.

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8. Vendor Policy

To ensure the safety, security, and smooth operation of all events, the involvement of external vendors (photographers, florists, entertainers, caterers, rental companies, etc.) must comply with HOA requirements.

Vendor Approval

Outside Vendors

- All external vendors must be **pre-approved** by the **Director of Events** prior to the event.
- Vendors must submit the following documentation at least **[2 weeks]** before the event date:
    - Proof of current liability insurance, naming the HOA as an additional insured if required.
    - Workers Comp
        - If vendor does not have any workers comp then they must complete our waiver that waives any right to sue in the case of an incident while on property.
    - Copies of any applicable licenses or permits necessary for their services.
    - A filled out Vendor Contact Information Form (listed at the end of the document)
- The HOA reserves the right to refuse entry to any vendor that does not meet these requirements.
- Vendors must **check in with the Director of Events** upon arrival at the property.
- Vendors must comply with all HOA rules, including:
    - Observing designated delivery and setup times.
    - Following HOA safety protocols.
    - Avoiding use of restricted areas unless explicitly authorized.
    - Respecting noise and parking regulations.
- Vendors are responsible for their own equipment and setup and must ensure their activities do not damage HOA property.
- All vendor equipment, materials, and debris must be removed promptly at the end of the event or by the designated teardown deadline.

Delivery and Setup Coordination

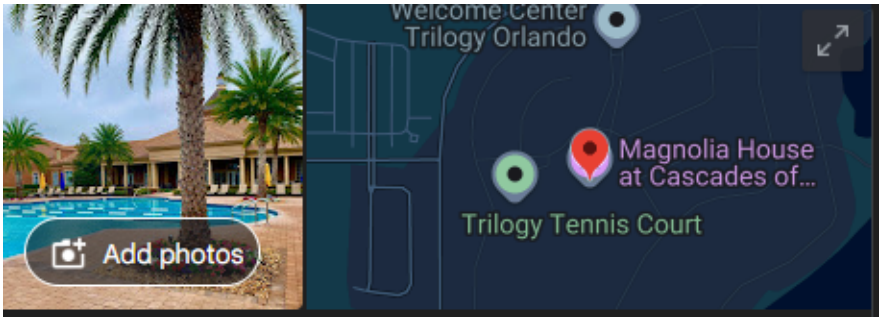
- Vendor deliveries, setup, and teardown schedules must be coordinated through the **Director of Events** well in advance (at least **2 weeks** prior to event).

- Vendors must adhere to agreed-upon times to avoid conflicts with other events and to facilitate smooth operations.

9. Photo & Video Permission

- From time to time, the Director of Events may take photographs and video footage during events for use in community newsletters, social media, marketing materials, or internal documentation.
- **Client Consent Required**:
    - Clients must provide written consent prior to the event if they agree to have photos or videos taken. A photo/video release form (located below) will be included with the event paperwork and must be signed before any content is captured.
    - If consent is not granted, HOA staff will refrain from taking any identifiable photos or video of the client, guests, or the event itself.
- **Guest Awareness**:
    - It is the responsibility of the client to inform their guests if media will be taken and used.
    - HOA is not responsible for any guest concerns if consent was provided by the client and guests were not informed.
- If the client wishes to use a personal or hired photographer or videographer, this must be approved in advance as part of the **Vendor Policy**. All photos and videos captured by any vendor photographer are kindly requested to be shared with the Director of Events after the event concludes.

Once your event is through we ask you to kindly rate your experience by going to "Magnolia House at Cascades of Groveland". Thank you!



Magnolia House at Cascades of Groveland HOA

4.8 ★★★★★

Event venue in Groveland, Florida

You manage this Business Profile

Website | Directions | Reviews | Save | Share | Call

Private restaurant in the Trilogy community serving burgers, Cuban sandwiches, and other items.

Located in: Trilogy Orlando

Address: 100 Falling Acorn Ave, Groveland, FL 34736

Phone: (352) 243-4501

Hours: Open · Closes 8 PM

Client Acknowledgement and Agreement Form

I, the undersigned, acknowledge that I have received, read, and fully understand the HOA Event Terms/Conditions. I agree to comply with all policies, guidelines, and timelines outlined within the Terms/Conditions. I understand that failure to follow these procedures may result in fines, loss of event privileges, or other disciplinary actions as determined by HOA management.

Signature

Client Signature: _____
Date: _____

Director of Events Signature: _____
Date: _____

Photo and Video Consent Form

Consent to Use Photographs and Video Recordings

I hereby grant the **The Magnolia House** and its authorized representatives permission to take photographs and/or video recordings of my event, including myself, guests, decorations, and event activities. I understand that these images may be used in:

- Community newsletters or updates
- Official HOA social media platforms (e.g., Facebook, Instagram)
- Printed marketing materials
- The HOA website
- Internal documentation and promotional presentations

I understand that:

- The photographs and videos may be used without further notifying me.
- I will receive no compensation for the use of these images.
- The images will be used in a respectful and professional manner.
- I may revoke this consent at any time in writing, but this will not apply to materials already produced.

I acknowledge that it is my responsibility to inform all guests at my event that photos and video may be taken and used for the purposes outlined above.

☐ I give permission for the HOA to take and use photographs/videos of my event.

☐ I do not give permission for the HOA to take or use any photographs/videos of my event.

Client Signature: _____

Date: _____

Credit Card Authorization Form

Please complete all fields.

Credit Card Information
Card Type: ☐ MasterCard ☐ VISA ☐ Discover ☐ AMEX ☐ Other _____
Cardholder Name (as shown on card): _____
Card Number: _____
Expiration Date (mm/yy): _____
Cardholder ZIP Code (from credit card billing address): _____

I, _____, authorize **The Magnolia House** to hold my card on file for any last minute purchases for my event.

_____ _____

Customer Signature Date

Vendor Contact Information Form

Event Name: _____
Event Date: _____
Client Name: _____

Please complete the following for **each external vendor** being used for your event.

Vendor Information

Vendor Company Name: _____
Service Provided: (e.g., Photographer, Florist, Caterer, DJ) _____

Primary Contact Name: _____
Phone Number: _____
Email Address: _____
Business Address: _____

Arrival Time: _____
Departure Time: _____

Setup Requirements (if any):

Required Documentation

- ☑ Proof of Liability Insurance (attach)
- ☑ Business License (if applicable)
- ☑ Completed W-9 Form
- ☑ Workers Comp

Vendor Information

Vendor Company Name: _____
Service Provided: (e.g., Photographer, Florist, Caterer, DJ) _____

Primary Contact Name: _____
Phone Number: _____
Email Address: _____
Business Address: _____

Arrival Time: _____
Departure Time: _____

Setup Requirements (if any):

Required Documentation

- ☑ Proof of Liability Insurance (attach)
- ☑ Business License (if applicable)
- ☑ Completed W-9 Form
- ☑ Workers Comp

Vendor Information

Vendor Company Name: _____
Service Provided: (e.g., Photographer, Florist, Caterer, DJ) _____

Primary Contact Name: _____
Phone Number: _____
Email Address: _____
Business Address: _____

Arrival Time: _____
Departure Time: _____

Setup Requirements (if any):

Required Documentation

- ☑ Proof of Liability Insurance (attach)
- ☑ Business License (if applicable)
- ☑ Completed W-9 Form
- ☑ Workers Comp

All documentation must be submitted to the Director of Events at least one (1) week prior to the event.

Client Authorization

I confirm that the above-listed vendor has been approved for my event, and I take responsibility for ensuring they comply with all HOA policies and procedures while on the premises.

Client Signature: _____
Date: _____

Director of Events Signature: _____
Date: _____