



RENTAL CONTRACT 2025 - 2026

This Agreement is made effective as of [] by and between 520 on the water in Sanford Florida and [] The Client represent that they desire to hold a special event on [] with an [] Hour Time block Start /arrival time at [] and a Time Block End/Departure time []

VENUE POLICIES AND PROCEDURES:

520 on the Water is rented for Special Events, Social and Meeting functions, Weddings, etc. Applicants must be 18 years of age or older. Scheduling is subject to availability. The management of 520 on the Water reserves the right to accept or reject any event application which is felt inappropriate. It is "unlawful to discriminate against any person in the full use and enjoyment of such accommodations based on race, color, religion, sex, ancestry, national origin, handicap, disability, use of guide or support animals due to blindness, deafness, or physical handicap. Organizations and individuals using 520 on the waters inside and outside space do so at their own risk. The contract signer is responsible for the use of the space and for the actions of their guests and Vendors. Children under the age of 12 may not be left unattended. Clients and their outside vendors understand that the property has rules and regulations that respect the space and its surroundings. Cleanup is required at the end of event time. If all clean up procedures are followed and there was no damage to the property, a security deposit will be returned within 15 business days of the event. We reserve the right to reject any vendor with whom we have had a previous negative experience **MOST Food Service providers and Caterers are allowed. Please ask what companies are no longer welcome to perform business at 520 on the Water due to unsatisfactory past experiences before booking this vendor.**

VENUE RENTAL FEE(S):

- (a) The Clients or Representative for the Client(s) agree to pay an initial deposit of \$500.00 This payment serves to hold the venue for the specified date of event or wedding and is payable at the time of contract signature.
- (b) The VENUE INVOICE balance is due 30 days prior to the date of the event.
- (c) Payments may be made via cash, Certified check, Venmo, Cash App, Zelle or credit card. A credit card fee of 3% may apply if payment is made using this method.

2) DATE CHANGES or CANCELLATIONS:

- (a) In the event the Client (s) is forced to change the date of the event or wedding every effort will be made by 520 on the water to transfer reservations to support the new date. A \$300.00 rescheduling fee will apply If the change is made 90 days prior to the original date selected. One date change per booked event allowed. The Client(s) agrees that in the event of a date change, if is not within 90 days prior to the original date, the deposit of \$500.00 given will be lost and another deposit of \$500.00 will need to be made to hold the new date desired. The Client(s) further understands that last-minute changes can impact the original quoted costs, desired times, and additional rental request.

(b) In the event of a cancellation of a special event or wedding, the initial deposit made and that is outlined in this contract is nonrefundable.

If the event is cancelled

~All any date Cancellations - \$500.00 deposit is nonrefundable.

~90 days or less prior to the day of rental - All money paid to date will be forfeited.

~91 days or more – Money paid to date aside from the initial \$500.00 deposit will be Refunded.

We understand that sometimes it is necessary to change or cancel a reservation. All cancellations or reservation changes must be made in writing. The guest is responsible for verifying that venue personnel have received their cancellation letter. We will not refund the initial \$500.00 payment for a canceled reservation regardless of how early this may be.

(c) If forced to cancel due to mandatory evacuations such as a Hurricane, Fire, or additional extreme acts of Mother Nature, (not to include covid) 100% of monies paid will be refunded within a 3-month period.

3) ACCOMMODATIONS:

The Client(s) agrees to disclose if an attending guest may be constricted to using a wheelchair at the time of the event. The venue will make all necessary arrangements to fully accommodate the guest.

4) RULES AND REGULATIONS:

The following is a list of rules and regulations to be upheld by Client(s), which includes all GUESTS, EVENTS PLANNERS, WEDDING COORDINATORS, and VENDORS who are involved in the planning and execution of the special event on the premises. The client is responsible for all outside hired vendors. If an outside vendor fails to comply with the venue's checkout procedures it could reflect the clients return of receiving a portion or all of the security deposit paid.

(a) Parking: All vehicles associated in any way with the event or wedding must be parked within the parking area or the drive. No vehicles shall be parked on any other lawn surface unless granted permission in advance. We encourage and allow cars to be parked overnight if the owner is unable to drive home safely.

(b) Candles: All candles must be contained or enclosed in glass.

(c) Food Service: Absolutely No grease disposal from food preparation is permitted. Absolutely NO washing of food/grease contaminated items including but not limited to pots, pans, dishes, utensils, cups etc. is permitted. CATERERS must follow posted closing procedures. Failure to comply may result in additional cleaning fees.

(d) Lake: Please do not throw any pollutants to the Lake or environment to include cigarette butts, trash, mop water etc. Mop water must be disposed of in mop sink.

(e) Blow up houses or slides: 520 must be informed if you plan to rent or provide any inflatable product such as bounce houses or water slides. An additional fee may apply due to excessive electricity or water usage.

5) EVENT ENDING TIMES:

All events must end by 1:00 am on Friday-Saturday evenings 12:00 am (midnight) Sunday-Thursday unless previously authorized by 520 owners.

6) DECORATIONS:

Decorations may not be hung with nails or screws in the venue. All decorations must be removed without leaving damages directly following the departure of the last guest unless special arrangements have been made between the Client(s) and the venue. Any decorations supplied by the renter must be approved by the owners and must be removed on the night of the event unless previously authorized.

(a) Balloons – Balloons without confetti must be popped and disposed of after the event has concluded. If décor removal has been contracted to a decorator, the client is responsible for making the person or décor company aware of this requirement. If they fail to comply with the venues procedures it could reflect the client in receiving a portion or all of the security deposit

Note: Artificial rose peddles (outside), Rice, confetti, and glitter, are not permitted inside or outside the facility. Balloons containing confetti may result in losing a portion or all your security deposit if popped.

7) LIQUOR/BEVERAGES/ILLEGAL SUBSTANCES:

All liquor must be served by a Certified Bartender staffed by the Venue as we hold the Liability Insurance and Licensing. Alcohol will not be served to minors. Illegal substances are not allowed at any time on the premises. Drunken/Violent disturbances are prohibited and subject to immediate removal from the premise and possible termination of event without refund.

(a) Self-service bars during events are not permitted. Any bottles of alcohol that are not behind the bar, being served by the staffed bar attendant, WILL be confiscated. We do not card guests at the door therefore everything containing alcohol must be served by our bartender so he/she can card guests at the bar as they feel necessary.

(b) If the client is supplying the Alcoholic bar beverages All Opened Alcohol MUST remain at the venue. NO OPEN Liquor bottles are permitted to leave the building. Our staffed Bartenders will not open any Alcohol unless ordered by an attended guest. 520 bar attendants will not open any new unopened bottles during the last 45 minutes of the event unless instructed otherwise. The last call will be given 20 minutes before the event is due to conclude. No Alcohol will be served 15 minutes after last call is given.

8) SECURITY DEPOSIT:

A **\$ 500.00** security deposit will be returned within 15 days after the event as long as there is no damage, and venue policies have been followed, if any damages exceed the amount of the security deposit the costs will be the responsibility of the person financially responsible for the event.

9) MUSIC:

All music must end by 12:00 midnight during weekdays and 1:00 am on weekends unless a later time is discussed and agreed upon in advance.

(a) Music and speakers located Outside and on the screen porch and all outside areas must be moved indoors by 9:00 pm on all days of the week.

(b) If Music is being played inside of the venue, all doors need to remain shut after 9:00 pm on all days of the week.



10) SMOKING:

520 on the water is a non-smoking venue. Smoking will be permitted only in designated areas located outside. Excessive cigarette butts thrown throughout the venues outside space and not placed in the proper receptacles can cause you to lose a portion of your deposit.



11) CHILDREN:

All children under the age of 12 MUST always be supervised! No Running in and out of the back porch doors, throwing rocks, climbing on guard rails, and picking flowers. Damages or excessive mess due to unattended children may result in losing part or all of your deposit.



12) PHOTOGRAPHY:

This venue uses live, video and still photography to assist with promotion of the venue. All photos taken at 520 by your Photographer may also be used for the venue's promotional purposes. NO vulgar or nude photography allowed.



13) VENUE AMENITIES:

This venue fee includes full use of the property to include indoor and screened in areas, Side Decks and boat slips, tables, chairs, a cold prep kitchen and catering staging area, Oven and refrigeration, Use of the Fire Pit (firewood not included), Yard Games if requested, Commercial Ice Machine, Onsite Commercial Dumpster, Trashcans (liners not included) and Wifi.

Additional add-on services are available and can be added to your event at a later date if needed, All prices are subject to change without prior notice due to currency fluctuation, fuel prices and/or unforeseen economic circumstances.



14) VENUE DEPARTURE:

The following closing procedures must be completed by hired vendors or the client upon final departure of the venue. Failure to comply WILL result in Partial or full loss of deposit.





- Empty all trash cans (aside from restrooms)
- Dispose of all trash in the onsite dumpster.
- Rented or used equipment returned to the office attendant in good working order.
- Wipe down all kitchen surfaces.
- Strip all tables from trash, debris, and décor.
- Removal of inside and outside trash, décor, and personal items
- Check out with a venue attendant before departing.
- Leave information on where to mail security deposit



15) FAILURE TO COMPLY WITH VENUE POLICIES WILL FORFEIT SECURITY DEPOSIT.

SIGNATURES:

Party providing services: 520 on the water venue Agent: 

The Agreed venue rental Cost	\$	
Refundable Security Deposit -	\$	
Seminole County Sales Tax -	\$	
Discount Applied (if applicable)	\$	

Additional Below Services (if applicable)

1. []
2. []
3. []
4. []
5. []

Total Due - \$ []
Deposit Paid - \$ []
Balance - \$ []

Party receiving services: Client signs below

Client(s) or agent of Clients: Financially responsible for all the above
.By: [] Date: []

Clients Mailing address: []

All boxes to the left on this contract are to be initialed.