



# Rental Contract Coquina Key Clubhouse

This contract is made and entered into this \_\_\_\_ day of \_\_\_\_, 2020 between: Coquina Key Neighborhood Association (CKNA) of the City of Saint Petersburg, County of Pinellas, State of Florida, (hereon known as the Owner) and (Renter) YOUR  NAME: \_\_\_\_\_ for the use of the Association Clubhouse located at **3850 Pompano Dr. SE Saint Petersburg, Florida**, under the following conditions:

DATE OF RENTAL:  \_\_\_\_\_ BETWEEN HOURS OF: \_\_\_\_\_ (Start) TO: \_\_\_\_\_ (End)

 \_\_\_\_\_   
PRINT YOUR NAME HERE "Renter" SIGN YOUR NAME HERE "Renter"

 \_\_\_\_\_  
HOME ADDRESS

 \_\_\_\_\_   
PHONE NUMBER YOUR EMAIL ADDRESS

<b>DEPOSIT - Due on date Contract is signed:</b> .....	<b><u>\$ 150.00</u></b>
<b>Hourly Rental:</b> ( \$50 cleaning fee is also charged) .....	<b><u>\$ 100.00</u></b>
<b>8 HOUR RENTAL AMOUNT:</b> .....	<b><u>\$ 400.00</u></b>

## PAYMENT STRUCTURE

**DEPOSIT** Due on date contract is signed and building is reserved ..... **\$ 150.00** date received \_\_\_\_\_  
**50%** must be received no later than **60 days** prior to rental .... **\$ 200.00** due date \_\_\_\_\_  
**50% Balance Due** must be received no later than **30 days** prior to rental. . . **\$ 200.00** due date \_\_\_\_\_

## THE RENTER USING THIS FACILITY AGREES TO:

- 1) **Make all payments to CKNA by check, money order, or cash**
- 2) **Make all payments associated with the rental within the payment structure outlined on this contract.**  
**Payments include:**
  - a) Rental Fees associated with date and hours rented
  - b) \$150.00 Reservation Deposit to hold the date. This deposit will be returned within one week after the club house is inspected and found to not have been damaged by renter or in need of cleaning beyond the standard cleaning covered by rental fee.
- 3) **Cancellation policy:**
  - a) If cancelled greater than 60 days before the rental date -100% refund
  - b) Cancellation under 60 days but greater than 30 days before rental date - loss of reservation deposit and 50% of payments received
  - c) Cancellation within 30 days of rental date will result in loss of deposit and all payments received. (this is due to our inability to rent the club house within that limited time period)

**Number of Hours to be rented: ( 8 HOURS ) Renter Initials:**  \_\_\_\_\_ **Owner initials:** \_\_\_\_\_

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1. Renter will be required to pay additional fees if rental period is exceeded.
2. Over time balance is due on the following business day after rental date
3. Reservation deposit will be returned only after additional rental fee is satisfied.
4. **Reservation Deposit of \$150.00 will be refunded within one week of the rental minus any charges for damages, cleaning or rule violations. (Tables must be cleaned before stored)**
5. All CKNA facilities and equipment used must be left in as good condition as when received.
6. **NO FURNITURE may be REMOVED or placed OUTSIDE at anytime.**
7. Cost of repairs must be borne by the renter as determined by the CKNA Board of Directors and will be deducted from the Reservation Deposit. If repair expenses for damages exceed the amount of the Reservation Deposit, renter will be billed for balance, which will be due within 5 business days of written estimate of damages as presented by the CKNA
8. **Only approved 3M adhesive strips may be used to attach decorations. No tacks, staples or tape, etc., may be used.**
9. **ABSOLUTELY NO GLITTER ALLOWED.** If this Policy is violated, it **WILL** result in the **Forfeiture of the \$150.00 Reservation Deposit.**
10. **Access Key card must be deposited in the clubhouse mailbox on the SAME DAY the Event Ends.**  
**FAILURE TO RETURN THE KEY FOR ANY REASON ON THE SAME DATE OF THE EVENT WILL RESULT IN THE LOSS OF THE \$150.00 RESERVATION DEPOSIT.**
11. RENTERS & GUEST'S ARE **STRICTLY PROHOBITED** FROM THE PLAYING OF MUSIC ON THE OUTSIDE OF THE BUILDING AFTER 10:00 PM.
12. **GUESTS OF THE EVENT ARE NOT PERMITTED TO LOITER IN THE STREET, PLEASE BE RESPECTFUL OF OUR NEIGHBORS.**
13. **ANY COMPLAINTS CALLED IN TO THE POLICE DEPARTMENT, if verified – WILL RESULT IN FORFEITURE OF FULL DEPOSIT and may result in IMMEDIATE TERMINATION of event.**
14. **ANY VIOLATION OF THIS AGREEMENT WILL RESULT IN THE FORFEITURE OF RESERVATION DEPOSIT.**
15. **NO Smoking** is permitted in the CKNA CLUBHOUSE. If this Policy is violated, it **WILL** result in the **Forfeiture of the \$100.00 Reservation Deposit.**
16. Renter must adhere to all Fire Department, Police Department and Health Code regulations as follows:
  - a. **NO** more than eighty (80) Persons allowed inside the clubhouse.
  - b. **NO LIVE CANDLES PERMITTD – ALL CANDLES MUST BE FLAMELESS.**
17. The renter shall be responsible to make sure that no one under the state's legal drinking age (21) is served, and that no person appearing intoxicated is served.
18. Renter and guests must abide by the City Noise Ordinance which takes effect at 10:00 pm.
19. The renter shall be responsible to ensure **that all guests are out of the clubhouse and off the property no later than 12:00 midnight** unless given special written consent by a CKNA Representative and noted on this contract.
20. Violations of the time ordinance and use of backyard area, & outdoor grounds may also result in loss of deposit and well as citation for Trespassing and/or possible arrest. (St Petersburg Police have the right to act on owners behalf)
21. No animals are allowed in the clubhouse except approved service animals.

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22. All food and drink must be removed from the refrigerator at the end of renter use of the facility.
23. The refrigerator and all of its compartments must be cleaned and wiped out to remove any remaining debris.
24. There is no cooking of food allowed in the kitchen. Only reheating and warming of food is permitted.
25. If the stove is used, it must be wiped down and left clean of any debris.
26. Counter tops and sink must be cleaned thoroughly.
27. All utensils, bowls, cups, pots, pans, etc. are NOT provided. Please take this into consideration when planning your event.
28. Floors must be swept clean and if necessary, liquid soap is available to mop floors to remove debris and liquid spills as cleaning it up will keep the liquids from getting onto the carpets.
29. All trash must be removed from the building. Please use large plastic bag liners with ties that seal the waste material so waste does not enter the trash cans. Bring extra liners with you.
30. **Restrooms must be cleared of trash and debris.**
31. **Additional cleaning fee will be deducted from Reservation Deposit if post-rental cleaning takes longer than one hour. \*Cleaning time will be provided by contracted cleaning company.\***
32. **All charges, fees, terms and conditions of this contract being subject to change with 14 day advance written notice from the CKNA Board of Directors.**
33. Suggested supplies to bring with you: All necessary kitchen and eating utensils. Paper towels, extra trash bags, surface cleaner, dish soap, sponges, cloths, and toilet paper.
34. **ALL TRASH MUST BE DESPOSED OF PROPERLY AND PLACED INSIDE THE GARBAGE CANS LOCATED OUTSIDE NEXT TO KITCHEN DOOR. If this Policy is violated, it WILL result in the Forfeiture of the \$100.00 Reservation Deposit.**

*The Owner may terminate this Agreement for its convenience at any time upon providing thirty days written notice to the Renter. All deposits will be returned if this occurs.*

*The Owner is not responsible or liable in any manner, and the Renter will hold harmless the Owner, for personal injury to any person or for loss or damage to any person's real or personal property resulting from any act or omission not caused by Owner.*



\_\_\_\_\_  
Renter Signature