Rental Contract Coquina Key Clubhouse

This contract is made and entered into this _____ day of _____, 2016 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) _____ for the use of the Association Clubhouse located at 3850 Pompano Dr. SE Saint Petersburg, Florida, under the following conditions:

DATE(S) OF RENTAL: _____ BETWEEN THE TIME (S) OF _____(Start) AND _____(End)

THE RENTER USING THIS FACILITY AGREES TO:

Pay CKNA all fees associate with the rental 30 days prior to rental date. Fees include:

- **$100.00 Reservation Deposit Initial 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.**
- This deposit will not be refunded if reservation is broken or cancelled <u>less than 30 days prior</u> to requested rental date.
- **The fee for the club house use is a rate of $75.00 per hour up to 4 hours and $50.00 each hour thereafter to be paid in advance as per schedule (OR) $350.00 for an 8 hour rental.**
    - **50% within 4 weeks of rental date**
    - **100% within 2 weeks of rental date**
- **Cancellation policy:**
    - If cancelled greater than 30 days before the rental date-100% refund
    - Cancellation under 30 days but greater than 2 weeks before rental date - <u>loss of reservation deposit</u>
    - Cancellation under 2 weeks before rental date - no refunds (this is due to our inability to rent the club house within that limited time period)

Number of Hours to be rented: _____ Renter Initials: _____ Owner initials:_____

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. The Reservation Deposit will be refunded within 7 days 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. 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<u>, which will be due within 5 business days of written estimate of damages as presented by the CKNA</u>
7. Only approved 3M adhesive strips may be used to attach decorations. No tacks, staples or tape, etc., may be used. No Tape!
8. Key card must be deposited in the clubhouse mailbox on the <u>SAME DAY the Event Ends.</u>

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9. **FAILURE TO RETURN THE KEY FOR *ANY* REASON ON THE SAME DATE OF THE EVENT WILL RESULT IN THE LOSS OF THE $100.00 RESERVATION DEPOSIT.**
10. **This Contract is strictly for the use of the: Meeting Room, Kitchen and Bathrooms ONLY.**
11. RENTERS & GUEST'S ARE **STRICTLY PROHOBITED FROM THE PLAYING OF MUSIC ON THE OUTSIDE OF THE BUILDING. THIS INCLUDES THE SWIMMING POOL AREA, PATIO** AND EXTERIOR GROUNDS OF **THE BUILIDING. THE EVENT SHALL BE CONTAINED TO THE "INSIDE OF THE BUILDING AT ALL TIMES"**
12. **GUESTS OF THE EVENT ARE NOT PERMITTED TO LOITER IN THE STREET, GROUNDS OR ANYWHERE ON THE EXTERIOR OF THE CLUBHOUSE**. SLIDING DOORS SHALL BE KEPT CLOSED WHEN MUSIC IS PLAYING. *PLEASE BE RESPECTFULL OF OUR NEIGHBORS.*
13. ***IF THERE ARE ANY COMPLAINTS CALLED IN TO THE POLICE DEPARTMENT, AND THE COMPLAINT IS VERIFIED – YOU WILL FORFEIT YOUR FULL DEPOST.***
14. **ANY VIOLATION OF THIS AGREEMENT WILL RESULT IN THE FORFEITURE OF RESERVATION DEPOSIT.**
15. **NO** Parking on the Grass or using the front sidewalk as a driveway to load or unload equipment – per city codes.
16. **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.**
17. 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.
18. 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.
19. Renter and guests must abide by the City Noise Ordinance which takes effect at 11:00 pm.
20. 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.
21. Violations of the time ordinance and use of pool area, pool deck & outdoor grounds may also result in citation for Trespassing and/or possible arrest.
22. No animals are allowed in the clubhouse except approved service animals.
23. All food and drink must be removed from the refrigerator at the end of renter use of the facility.
24. The refrigerator and all of its compartments must be cleaned and wiped out to remove any remaining debris.
25. There is no cooking of food allowed in the kitchen. Only reheating and warming of food is permitted.
26. If the stove is used, it must be wiped down and left clean of any debris.
27. Counter tops and sink must be cleaned thoroughly.
28. All utensils, bowls, cups, pots, pans, etc. are NOT provided.
29. Please take this into consideration when planning your event.
30. 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.
31. 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.
32. Restrooms must be cleared of trash and debris.

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33. 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.*
34. **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.**
35. 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.

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.

_____ _____

PRINTED NAME OF RENTER SIGNATURE OF RENTER

_____

HOME ADDRESS OF RENTER

_____

PH# NUMBER

_____

EMAIL ADDRESS

_____

DATE SIGNED