

CONFERENCE ROOM RENTAL AGREEMENT

Lessee's Full Name	Date of Event: _____
Address	Hours of Rental: From _____ to: _____
City, State, Zip	Total Hours of Rental: _____
Contact Phone number _____	Type of Event: _____
Alternat Phone number _____	Number Attending: _____
Email Address _____	Alcohol Being Served? YES NO

(To receive Homeowners/Tenants discounted price, You Must Show Proof of Ownership / Lease and be in good standing. (Assessments paid, no violations etc.)

NO FEES MAY BE WAIVED WITHOUT BOARD APPROVAL
NON RESIDENTS MUST PROVIDE GENERAL LIABILITY INSURANCE FOR DAY OF EVENT-ALL HOMEOWNERS MUST PROVIDE COPY OF CURRENT HOMEOWNERS INSURANCE.
ALL EVENTS MUST HAVE SUPERVISOR IN ATTENDANCE UNLESS BOARD APPROVED OTHERWISE

Hall Rental 5 Hr. Minimum	Homeowner	Homeowner with Community Group	Parks Edge Tenants	Non Resident Party/Event
5 Hour Rental	\$ 62.50	\$ 100.00	\$ 125.00	\$200.00
Additional Hrs. Each	\$ 12.50	\$ 17.50	\$ 22.50	\$ 30.00
5 Hr. Supervisor	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00
Additional Sup. Hrs.	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00
Security Deposit	\$ 250.00	\$250.00	\$250.00	\$250.00

** Hours and Rate includes your set up time and clean up time. ** Den Closes at Midnight.

Contracted Rental Totals

Security Deposit: \$ _____	Hall Rental: \$ _____	Supervisor: \$ _____
Date Paid: _____	Add 'l Hrs. \$ _____	Add 'l Hrs.: \$ _____
Check # _____	Total for Den \$ _____	Total Super. \$ _____
	Invoice # _____	Total Due: Hall / Supervisor \$ _____

Security Deposit is required to secure rental

Total Rental fees due 2 weeks prior to date of event

Rental Terms

I, the undersigned, in applying for the rental of the premises located at Parks Edge Property Owners' Association Den, do hereby agree and subscribe to the following conditions:

- 1) This den rental agreement is for the rental of the Den in Parks Edge Recreation Center located at 3201 SW Landale Blvd. Port St. Lucie, Fl. 34953. Rentals are accepted for one time special events only and are not available for the operations of a business. The Board of Directors reserves the right to refuse a request for rental based upon the usage of the rental property.
- 2) Fees quoted include the use of the **den, restrooms**. Rental also includes tables and chairs as needed. Rental does not include the use of Parks Edge table clothes, coffee pots, consumable goods, utensils. Does not include use of kitchen.
- 3) Decorations are permitted, provided no nails, are driven into the walls or ceilings, no glue is permitted in putting up decorations and **NO GLITTER, NO CONFETTI, NO DUCT TAPE**. No other decorations are permitted that can result in property damage due to the placement of the decorations.
- 4) Lessee agrees to take care of all furnishings and equipment, leaving them clean and undamaged. Any breakage or destruction of property will be assessed at its current replacement value, plus installation costs if applicable.
- 5) Den Supervisor is NOT responsible for any cleaning before, during or after the event. Upon termination of rental hours, lessee will ensure that conditions listed on the lessee's checklist have been met to the satisfaction of the hall supervisor. Any deficiencies will be noted and result in the forfeiture of security deposit. **NOTE: Rental time begins with the decorating and ends when the cleaning is finished.**
- 6) **Per St. Lucie County Fire Marshall, Maximum occupancy for the Den is 50 people. Lessee agrees not to exceed this occupancy limit or forfeit deposit. Supervisor has the right to refuse entrance to guests after maximum guest capacity has been reached.**
- 7) **THE POOL and POOL AREA are OFF LIMITS TO ALL EVENT ATTENDEES.**
- 8) A refundable security deposit of \$ _____ shall be payable to Parks Edge, POA to secure room. Cancellations must be given 30 days prior to event to receive deposit back. Under 30 days' notice lessee will forfeit their security deposit. Any deficiencies as stated in #5, will also result in the forfeiture of the security deposit.
- 9) Rental Fees (Den & Supervisor) totaling \$ _____ shall be paid in full at least 2 weeks prior to event. Proof of Insurance is due at this time also.

Signature of Lessee' indicates the understanding of and agrees to comply with the above rental terms without exception.

Lessee's Signature

Print Name

Date

Parks Edge, Representative Signature

Board Approval

Date