



This is a rental agreement between Harbour Heights Civic Association (Herein after known as *HHCA*) and \_\_\_\_\_ (Herein after known as *CLIENT*) for use of the rental facility.

(Please Print)

**CLIENT information:**

Name:	Event:	Event Date:
Address:	Telephone:	Alt Telephone:
City, State, Zip	Email:	# of Guests

This document confirms that the Harbour Heights Civic Association is holding the following dates and times:

Date:	Event Description:	Start Time:	End Time:	Rental Fee:
Deposit:	Liability Insurance:	Verification of Membership:		

**HHCA hours of Operation –8:30- Midnight**

This document confirms that the Harbour Heights Civic Association is holding the following dates and times: (Tax Rate 6.5% effective 1/01/2020)

	Initial Rental	Tax	Total	Deposit	Total	Start Time	End Time
	4 hours - \$400.00	\$26.00	\$426.00	\$200.00			
	6 hours - \$500.00	\$32.50	\$532.50	\$200.00			
	8 hours - \$600.00	\$39.00	\$639.00	\$200.00			
	All day - \$700.00	\$45.50	\$745.50	\$200.00			

**Deposit is 1) to hold the date (if cancelled less than a week-deposit will not be returned) 2) Deposit will be deducted for any cleaning that is required by HHCA (including garbage, mopping the floors & any damages or repairs that are required) Air Conditioning should be at 84 degrees upon departure & key left in mailbox by the front door. RENTAL PAYMENT & INSURANCE TO BE PAID ONE WEEK PRIOR (7 days) TO RENTAL DATE. IF NOT RECEIVED – RENTAL MAY BE CANCELED.**

**General Limitations**

- A Each event will be approved for specific hours. It is the responsibility of the *CLIENT* to cooperate with *HHCA* staff in maintaining this schedule.
- B ***HHCA* staff reserves the right to deny use or the continued use of its facilities to any person or organization not complying with Event Center policy and procedures.**
- C The *CLIENT* is held responsible for all party members and their guests.
- D Smoking is **NOT ALLOWED** anywhere inside the event center building. Smoking is only permitted outside in designated areas.
- E No event will be scheduled on the event calendar until the “User Agreement” is signed by the person or organization requesting use of the event center/space and also signed by *HHCA* staff.
- F By signing the “User Agreement” form, the *CLIENT* shall indemnify and hold harmless *HHCA* and its staff against any and all damages, claims and or liability due to personal injury or death, or damages to the property of others, arising out of its use of the event center.
- G The *CLIENT* assumes all responsibility in cleaning the facility after use. In the event the *CLIENT* fails to satisfactory clean the facility, the *CLIENT* agrees to forfeiture of the deposit provided.
- H Alcohol may only be served to those 21 years of age and older. Event center users may not sell or permit the sale of liquor in the hall or immediate grounds.
- I No nails, tape or staples may be used to hang decorations on the event center halls

\_\_\_\_\_  
*Client* Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
*HHCA* Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

### User Agreement

The *Client* must read and initial next to each item below prior to signing the User Agreement form.

A.	The <i>HHCA</i> event center is a <b>NON-SMOKING FACILITY</b> . No smoking is not allowed anywhere inside the building.	(initials)
B.	Alcohol may only be served to those 21 years of age and older. <i>HHCA</i> Event center users may <b>not sell or permit the sale</b> of alcohol in the hall or immediate grounds.	(initials)
C.	Use of the event center is limited to the time period stated in this agreement. This includes time for setup and clean up. The event center <b><u>MUST BE CLEANED AND VACATED BY MIDNIGHT.</u></b>	(initials)
D.	The event center must never remain unlocked while unattended.	(initials)
E.	Parking is permitted on three sides of the building; Front, Back, and on the County Park side. Parking is <b>NOT ALLOWED</b> on the boat ramp side of the building.	(initials)
F.	Fire extinguishers are located at each door exit. 911 should be contacted in case of emergencies.	(initials)
G.	A first aid kit is located on the shelf in the store room off of the kitchen. 911 should be contacted in case of emergencies.	(initials)
H.	Air Conditioner should be at 84 degrees at the end of the event.	(initials)
I.	Kitchen and its contents must be cleaned after use and returned to their proper place.	(initials)
J.	Sound levels must <b>NOT</b> exceed 50 DBA after 10:00 PM.	(initials)
K.	All trash must be removed from the event center to the outside bins – all garbage must be in bags provided.	(initials)
L.	No nails, tape or staples may be used to hang decorations on the event center halls.	(initials)
M.	All personal belongings must be removed at the end of the scheduled event. <i>HHCA</i> accepts no responsibility or liability for any <i>CLIENT</i> items left behind.	(initials)
N.	The event center outside surroundings must be left in good condition after use.	(initials)
O.	<b>Tables &amp; chairs should be placed back in their holders &amp; wall in the same order upon arrival (in the storage room provided)</b>	(initials)
P.	Chairs should be stacked <b>NO HIGHER THAN 8 HIGH</b> and placed in the storage room provided.	(initials)
Q.	Floor must be swept and mopped and left in the same condition as you accepted it	(initials)

R.	When leaving the building, turn OFF all lights and fans, ensure the A/C is placed at 84 degrees & ensure all back doors are closed and locked, leave the building and lock the front door. Place keys in the GRAY Mailbox next to the front door.	(initials)
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In the event the *client* fails to satisfactorily clean the facility, the *client* agrees to a cost of cleaning of ***\$100.00 per hour at a minimum of two (2) hours \*\*\*\****

**NON-COMPLIANCE OF ANY OF THE ABOVE TERMS AND CONDITIONS WILL BE CAUSE FOR FORFEITURE OF THE DEPOSIT.**

\_\_\_\_\_  
*Client* Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
*HHCA* Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## HHCA Event Center Cleaning Checklist

- \_\_\_\_\_ Air Conditioning – Turn the A/C unit to 84 degrees.
- \_\_\_\_\_ Kitchen appliances, sinks, utensils, pots and pans, etc. are clean and returned to their proper place
- \_\_\_\_\_ The HHCA event center and surrounding areas are left in good condition and litter free **(All trash must be bagged and in outside receptacles provided. If you acquire access trash, please remove from the buildings and grounds area).**
- \_\_\_\_\_ Tables and chairs are stacked and placed in the storage room provided. **Chairs should only be stacked 8 high.**
- \_\_\_\_\_ Tablecloths and chair covers should be placed in the provided bin
- \_\_\_\_\_ Floor must be swept and mopped. Cleaning tools and solvents are provided (main hall, kitchen, bathrooms, etc.).
- \_\_\_\_\_ Turn off all lights and fans
- \_\_\_\_\_ Back doors securely closed and locked
- \_\_\_\_\_ Lock the front door
- \_\_\_\_\_ Drop the key in the blue mailbox provided

**NON-COMPLIANCE OF ANY OF THE ABOVE TERMS AND CONDITIONS WILL BE CAUSE FOR FORFEITURE OF THE DEPOSIT.**

In the event the *client* fails to satisfactorily clean the facility, the *client* agrees to a cost of cleaning of ***\$100.00 per hour at a minimum of two (2) hours \*\****



Name: \_\_\_\_\_

Balance Due: \_\_\_\_\_

(due fifteen (15) days before the event)

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

**Checklist:** 125 person maximum – Hall dimensions: 51 X 37 – Stage: 16 X 6 – Tables 13 – 8 X 2 ½  
 Tables 3 – 6 X 2 ½ - 4 large – 60” – 2 small – 45” – Chairs - 130

Signed contract:			
Table Cloths			

**Estimated cost:**

Rental fee:			
Deposit:			
Setup time:			
Insurance:			
Other:			

**Payments:**                      Date:                      Amount:                      Balance:


\*\*\*\* The above information is an estimate only until all details are finalized. Chair covers and table cloths rented must be returned in the bin provided. More details can be obtained by contacting HHCA staff at 941-629-2313.

\_\_\_\_\_  
 Client Signature

\_\_\_\_\_  
 HHCA Staff signature