



Office Date Stamp:

Received: _____

Approved: _____

FACILITY RENTAL AGREEMENT

Resident Name: _____ Today's Date: _____

Street Address: _____

Telephone: _____ Email: _____

Date of Event: _____ Time: _____ to _____ Estimated # of Guests: _____

Intended Use: _____

Rental Area: _____ Yacht Club Damage/Cleaning Deposit: \$100.00 per event Maximum Overall Capacity: 195
(Dockside Room) Maximum Seated Capacity: 100

_____ Auditorium Damage/Cleaning Deposit: \$100.00 per event Maximum Overall Capacity: 360
Maximum Seated Capacity: 200
(with dance floor)
Maximum Seated Capacity: 220
(without dance floor)

Will you have outside vendors (caterer/food truck, bartender, etc.?) _____ *If yes, we require their certificate of insurance.*

Terms of Agreement:

1. The reservation is not confirmed until the completed Facility Rental Agreement and the damage/cleaning deposit have been received by the office staff.
2. The rental duration includes set-up and post-event cleanup and applies to all guests in attendance. For the time of the scheduled reservation, the renter has the exclusive use of the rented area only.
3. Yacht club rentals:
 - a. Are not permitted to use the pool or hot tub.
 - b. Return thermostats to 80 degrees.
4. Renter is responsible for the following clean-up tasks at the conclusion of their event:
 - a. Remove all decorations, displays, materials and trash
 - b. Return all furniture and other items to their original position
 - c. Clean the rented facilities (including the kitchen if applicable) and restore them to their pre-rented condition, to the satisfaction of management.
5. The deposit will be refunded to the renter within ten (10) business days provided the items listed in #4 are completed. If the deposit will not be refunded, the renter will be notified by the management within ten (10) business days following the event. Renter is responsible for all additional costs which may be incurred by the Co-Op for cleaning, damage, etc. as a result of this rental.
6. All facilities are under closed circuit surveillance.

_____ **I have received a copy of Auditorium/Yacht Club Facility Usage Guidelines**

Init

(Continued on reverse side)

Indemnification:

I agree to indemnify, defend and hold harmless Tropic Isles Co-Op, Inc. and any of its directors, managers, agents, and employees from any and all liability, claims, actions, suits, liens, demands, costs, interest, expenses, damages, penalties, fines, judgments, damage or loss of any kind, whether monetary or otherwise, arising out of, in whole or in part, the use of the facilities and, if alcohol is present, arising out of, or in connection with the consumption or provision of alcohol. I understand that I am solely responsible for ensuring that alcohol is consumed in a safe and lawful manner, and I agree to assume all liability for damages resulting from or arising in connection with the consumption of alcohol on the Co-Op’s property.

Additionally, I acknowledge that the Co-Op is not responsible for supervising the facilities during my use, and that I am responsible for supervising all guests and am further responsible for their acts and/or omissions.

Signature of Resident: _____ Date: _____

FOR OFFICE USE ONLY:

Deposit Received:	\$ _____ (Amount)	Check / Credit Card / Cash	_____ (Init)
Deposit Returned:	_____ (Date)	_____ (Init)	