

EVENT HALL RENTAL AGREEMENT

Today's Date

PLEASE COMPLETE THE ATTACHED FORM & RETURN TO INFO@PLC.CLUB

RENTERS NAME Please Print First & Last**ADDRESS** Street/City/Zip**PHONE NUMBER** Best Contact**EMAIL** Estimates & Invoices will be sent here

EVENT DETAILS

RENTAL DATE

(mm/dd/yyyy)

RENTAL TIME FRAME

include time for set up/ tear down

DAY OF THE WEEK

*Fri & Sun 5 Hour Minimum

FUNCTION TYPE

(Birthday, Wedding, Community Event, Etc.)

FOOD & BEVERAGES

Will you be serving any food or beverages?

 Yes No

Will you be serving any beer or wine?

 Beer Wine

Note: Kegs & hard alcohol could require additional approval, insurance, and permits. Must be coordinated with office prior to event date.

ADDITIONAL OPTIONS

Please indicate which options you are interested in adding to your event. Additional fees apply and some options (event set up/full clean out) are pending availability. The office will confirm with you prior to invoicing.

 Event Set Up \$200 Full Clean Out \$350 Photo Station / Pole & Drape \$100 Bar Top Tables \$10 Each Coffee & Tea \$2 Per Person

PAYMENTS

PAYMENT METHOD

If you would like to pay electronically please indicate below and we will send you an invoice for the rental amount due. Your date is not secured until payment has been received.

 Already Paid Credit/Debit/ACH Check # _____**Policy**

50% of your total rental fee is due at time of booking and serves as acceptance of terms & conditions of rental contract. Total balance is due 3 months prior to the event date. Any bookings within 3 months, the total rental amount is due in full. All rentals are required to pay a \$100 nonrefundable cleaning fee unless doing a full clean out (\$350) or the Rental Package. Please do not forget to include this additional fee in your total.

TOTAL DUE Paid in Full 50% Due Now Remaining 50% Due: _____

DEPOSITS & POLICIES

Rental Event End Time

Everything must be cleaned up, out of the room & exited from the PLCC by the rental contract's stated end time. Therefore, we recommend events end * no later than 1 hour before the rental end time so that renters or other individuals have time to complete cleaning and be vacated from the PLCC on time. Failure to be cleaned up and vacated by the rental end time will result in additional fees being assessed. All rentals may not extend beyond midnight. A full tear down and clean out is available for an additional charge unless booking the rental package.

Sanitation Cleaning Fee

The mandatory \$100 sanitation cleaning fee will be added to your total and can be prepaid with your invoice. This fee does not include set up or tear down and it is still the responsibility of the renter to return all tables & chairs to their original positions,

Damage Deposit

At the time of check-in a \$300 CASH refundable damage deposit is due. The damage deposit will be refunded, less the costs of any repairs due to damages, extra time used in space, clean up issues or unpaid balances owed by Renter. The damage deposit will be refunded if:

- Rental fees are paid in full in accordance with payment terms
- A signed copy of contract has been received
- All clean-up is completed as outlined in clean up policy & signed off by staff
- Renter has vacated the room(s) by the designated time
- Renter has signed in/out with staff
- No damage has been incurred during rental.
- All other terms of contract are met

Additional Fees & overage charges will be assessed for contracts that extend beyond contracted times, failure to break down/clean up and/or damage to property or equipment. All applicable fees and charges will be first deducted from deposit, and Renter will be billed and required to pay any remaining balance.

Cancellation Policy

A minimum charge of \$150 will be assessed for any reason of cancellation - regardless of any time frame. Cancellation prior to 90 days from reserved date will result in 75% loss of your rental fee. Cancellation prior to 60 days from reserved date will result in 100% of your rental fee/deposit. This includes but not limited to natural disasters or mother nature events.

AGREEMENT

I have read the above, the rental agreement, the information sheet and reviewed all information on the the PLCC website and agree to abide by the conditions of the Pine Lake Community Club. As the renter of the facility, I agree to be responsible for the care taking of the facility and its guidelines. By signing and agreeing to this contract, I am aware and take full responsibility of the actions of my guests and hired help. I understand that failure to follow these guidelines and those in the Rental Agreement can result in forfeiture of the damage deposit. If alcohol is served, I take full responsibility for my guests and relinquish any and all actions against the Pine Lake Community Club and all officers of said establishment.

In consideration of the services of Pine Lake Community Club, their agents, owners, officers, volunteers, participants, employees, and all other persons or entities action in any capacity on their behalf (hereinafter collectively referred to as "PLCC"), I hereby agree to release, indemnify, and discharge PLCC, on behalf of myself, my spouse, my children, my parents, my heirs, assigns, personal representative and estate as follows:

- I acknowledge that having a party, meeting or any other type of function entails known and unanticipated risks that could result in physical or emotional injury, paralysis, death, or damage to myself, to property, my guests, or to third parties. I understand such risks simply cannot be eliminated without jeopardizing the essential qualities of the activities involved with renting this facility.
- I expressly agree and promise to accept and assure all of the risks in renting this facility. I elect to rent PLCC in spite of the risks
- I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless PLCC from any and all claims, demands, or cause of action, which are in any way connected with my participation in rental or my use of equipment or facilities, including any such claims, which allege negligent acts or omissions of PLCC.

By signing this document, I acknowledge that if anyone is hurt or property is damaged during my participation in this activity and/or rental of this facility, I may be found by a court of law to have waived my right to maintain a lawsuit against PLCC on the basis of any claim from which I have released them herein. It is my choice to waive and not supply renters insurance.

SIGNATURES



PLCC Director

RENTERS NAME Please Print First & Last

SIGNATURE