

Venue Rental Contract

- (a) This Agreement is made effective as of _____, by and between The Isle of Pines Property Owners Association (IOPPOA) (an IOPPOA Board Member) and
- (b) Names of Clients _____
- (c) Address of Clients _____
- (d) Phone and email address of Clients _____
- (e) The Clients represent that they desire to hold an event on (date) _____, for an 8 hour period starting at _____ and a check out time, to include clean-up time of _____. Maximum check out time for Sunday – Thursday is at 10PM and 11PM for Friday and Saturday.
- (f) Quantity of attendee's _____. Maximum size not to exceed 225 attendees.

1) VENUE RENTAL FEE(S):

(a) The Clients or Representative for the Client (s), agree to pay an initial nonrefundable security deposit of \$500.00. This payment serves to hold the venue for the specified date of event and is payable at the time of contract signature.

(b) The remaining agreed upon venue rental fees and refundable security deposit will be due 30 days prior to the date of the event. The agreed upon date and amount of payment will be the following: _____. Of this amount, \$500.00 refundable security deposit will be returnable to the Client(s) up to two weeks after the event has been held once property has been inspected for any potential damage from the event.

(c) Payments may be made via (cash delivery or check) and delivered to:

_____ at _____
(Name) (Address)

Payable to: Isle of Pines Property Owners Association.

2) DATE CHANGES: In the event the Client(s) is forced to change the date of the event, every effort will be made by the IOPPOA to transfer reservations to support the new date. The Client(s) agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the Client(s). The Client(s) further understands that last minute changes can impact the quality of the event and that the IOPPOA is not responsible for these compromises in quality.

3) CANCELLATIONS: In the event of a cancellation of an event, all payments made to date are non-refundable and all outstanding payments will be due immediately if within 30 days of the event. We understand that sometimes it is necessary to change or cancel a reservation. All cancellations or reservation changes must be made in writing. The guest is responsible for verifying that IOPPOA Treasurer has received their cancellation letter. We cannot refund any advance payment for a canceled reservation unless the park is re-reserved for the entire period and prepayment has cleared. We will make every effort to re-book the venue; however, if it is not re-booked, you forfeit all monies paid. If a cancellation is successfully re-reserved, all of the rent, taxes and damage/security deposit will be refunded, less a \$100 cancellation fee.

4) RULES AND REGULATIONS: The following is a list of rules and regulations to be upheld by Client(s), which includes all event planners, wedding coordinators, and vendors who are involved in the planning and execution of the event on the premises of the IOPPOA Park.

(a) Parking: All vehicles associated in any way with the event must be parked within the parking area or the drive. Parking is available on the lawn on either side of the driveway. The area near the basketball hoop is reserved for boat trailer parking only. Please adhere to the posted parking signs.

(b) Swimming: Posted rules for swimming in the lake must be followed at all times, including no diving off of the dock, by Client(s) and their Guest(s), who release The IOPPOA from any liability for bodily injury. Swim at your own risk. No swimming after dark. There are alligators in the lake.

(d) Candles: All candles must be contained or enclosed in glass. The flame must not reach higher than 2 inches below the height of the glass.

(e) Fireworks: No fireworks are allowed at the venue.

- (g) **6) EVENT ENDING TIMES:** All events must end as follows: (Sunday – Thursday) no later than 10PM and on the weekend (Friday and Saturday) at 11PM, and is to include clean-up of the site and departure of the premises. Pick-up of tents, inflatables and rental furniture may be coordinated to be picked up first thing the following morning. Please note that the Orange County Noise Ordinance is in effect. All bands, sound systems, or other loud noise must be discontinued one hour prior to the above indicated event ending times.
- (h) **7) DECORATIONS:** All decorations must be removed without damage, directly following the departure of the last guest, unless special arrangements have been made between the Client(s) and the venue. Any damage caused by decorations or the condition of the venue will be subject to the security deposits non-refundable clause.
- (i) **8) INSURANCE:** Client(s), through direct underwriting, event planner or caterer shall maintain Commercial General Liability Insurance including host liquor liability, in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage. Such insurance shall name The IOPPOA as additional insured, and a certificate of insurance with an endorsement must be provided 30 days prior to the event.
- (j) **9) LIQUOR/BEVERAGES/ILLEGAL SUBSTANCES:** All liquor must be served by an insured licensed bartender. The bar closes one hour prior to the end of the event. Alcoholic beverages will be removed and placed in a secure location for removal from the premise. Alcohol may not be served to minors. Illegal substances are not allowed on the premise at any time. Intoxicated, disorderly or violent disturbances are prohibited and subject to immediate removal from the premise and possible termination of event without refund.
- (k) **10) SECURITY DEPOSIT:** A \$500.00 security deposit will be returned 15 days after the event as long as there is no damage. If there are any damages that exceed the amount of the security deposit, it shall be the responsibility of the person financially responsible for the event.
- (l) **11) MUSIC:** All music must end one hour prior to the scheduled event ending time.
- (m) **13) CHILDREN:** All children under the age of 16 must be supervised at all times.
- (n) **14) PORTABLE TOILETS:** This facility requires the Client to provide portable toilets for 50 or more guests. Wedding planner, event coordinator, or client will be responsible for securing the portable toilets for their event and making sure it is removed no later than the morning following the event.
- (o) **15) TRASH:** As a courtesy and at no additional charge, IOPPA will remove all trash from the venue of a typical nature resulting from food and bar service, so long as it is bagged and placed in containers or behind the BBQ grill. Bulky, heavy or items considered trash that are beyond the scope of normal food and bar service is to be removed from the premises by the Client or subject to forfeiture of security deposit.

(p) **15) FAILURE TO COMPLY WITH THE VENUE POLICIES WILL FORFEIT SECURITY DEPOSIT.**

(q) **SIGNATURES:**

(r) As Client(s), I have read the above contract and agree to the terms as indicated below by signature:

(s) By: _____ Date: _____

By: _____ Date: _____

(t) The IOPPOA:

(u) By: _____ Date: _____

(v) By: _____ Date: _____