

Mission Bay Community Association, Inc.

MEETING ROOM RENTAL AGREEMENT

HOMEOWNER(S) NAME: _____

ADDRESS: _____

HOME PHONE NUMBER: _____ CELL: _____

EMAIL: _____

DATE OF EVENT: _____ TYPE OF EVENT: _____

NUMBER OF GUESTS: _____ TIME OF EVENT: _____

SECURITY OFFICER HIRED: _____

RENTAL FEE: \$ _____ SECURITY DEPOSIT DUE: \$ _____

VENDOR INSURANCE CERTIFICATES DUE: _____ RECEIVED: _____

RECEIVED BY: _____ DATE: _____

GUEST LIST RECEIVED _____ #TABLES _____ #CHAIRS _____

By signing below, I acknowledge receipt, review and acceptance of all the Procedures and Terms & Conditions contained in this two page Mission Bay Community Association, Inc., Clubhouse Rental Agreement. I understand that any failure to comply with the rules and responsibilities contained herein, as well as in the Mission Bay Covenants & Restrictions (a copy of which I acknowledge I have received at a previous date), will result in the forfeiture of all or part of my security deposit and/or the assessment of additional costs or fees, as well as cancellation of the entire event. I agree and acknowledge that I may be held responsible to pay for any additional fees or other costs incurred to repair or replace Mission Bay property damaged during the event.

I/We agree to be held responsible for any damages, howsoever caused, to the facilities caused by me/us and my/our guest or invitees or any injuries suffered by me/us and/or guest or invitees, and furthermore agree to indemnify and hold harmless the Management Company and Association and its officers, directors, member, employees, shareholders, and agents for any claim resulting from such damage or any injury arising as a result of occurrences connected with my/our use of the facilities.

*If any portion of this agreement is violated the member understands the event can be cancelled if the situation is not immediately rectified. If an event is cancelled under this clause, there will be no refund. Mission Bay Community Association may cancel an event due to unforeseen circumstances.

HOMEOWNER SIGNATURE _____ DATE: _____

Special
Request: _____

RENTAL RATE:

<u>Number of guests:</u>	<u>Rate:</u>	<u>Cleaning Fee (Non-refundable):</u>	<u>Security Deposit (Refundable):</u>
Max. 30 ppl	\$125.00	\$50.00	\$250.00

***If Security is needed, there will be an additional charge of \$30/ hr. This is based on the discretion of the MBCA Board of Directors.**

MEETING ROOM RENTAL TERMS AND CONDITIONS

***Call security 15 mins prior to departure for inspection and lock up**

1. **SECURITY OFFICER - BASED ON THE EVENT, IT MAY BE REQUIRED TO HAVE SECURITY.**
The Homeowner will be responsible for this charge; \$30/ hour. They will arrive at the time of set-up.
2. **DO NOT USE BACK EXIT DOORS AT ANY TIME.**
3. **TIME: Rentals are limited to 5 hours in duration.** Weekend events must be over by 1:00 a.m. If you are having live music or a deejay event must end by midnight. Weeknight functions shall end by 11:00 p.m., since consideration must be given to owners who live nearby.
4. **OCCUPANCY:** The maximum occupancy for the Meeting Room is thirty (30) people. There shall be one adult for every twenty teenagers. If the event is for children age twelve (12) and under, there must be one (1) adult for every five (5) children.
5. **SET-UP:** Set-up shall be two hours before event starts. Homeowner may request extra set up time for an additional \$25.00 per hour.
*NO SET-UP THE DAY BEFORE EVENT.
*NO RENTALS ON HOLIDAYS NOR HOLIDAY WEEKENDS.
*NO MORE THAN ONE RENTAL PER WEEKEND.
6. **GUEST LIST:** Provide your completed Guest List to the Management Office at least **72** hours prior to your event.
7. **HOMEOWNER MUST BE PRESENT DURING THE ENTIRE EVENT. THIS INCLUDES SET UP AND CLEAN UP. THIS AGREEMENT IS NON TRANSFERRABLE.**
8. Mission Bay Community Association, Inc. will **ONLY** provide tables and chairs. Please allow enough time to set tables and chairs as desired.
9. **NO SMOKING;** vapes, pipes, cigars or cigarettes are not permitted. Smoking is permitted in back of the Meeting Room, facing the parking lot. A smoking urn is provided and must be used.
10. **ALCOHOLIC BEVERAGES:** If alcoholic beverages are to be served at renter's event, they must be dispensed from an open bar that is, provided to guests free of charge. Under no circumstances are alcoholic beverages to be sold on Mission Bay Community Association's property.
11. No tape, nails, tacks, etc. shall be attached to the walls, windows, tables or other surfaces of the Meeting Room. Free standing, tabletop or decorations tied to chairs are acceptable.
12. Mission Bay Community Association, Inc. will not be responsible for utensils, furniture, china, glass ware, food, beverages or any other items brought in by user or caterers of the event.
13. Proper attire must be worn at all times.
14. If candles are used, they must be battery operated type only.
15. **CLEAN UP AND INSPECTION: ALL TRASH MUST BE BAGGED, TIGHTLY SEALED, AND LEFT OUTSIDE DOOR. THE ROOM MUST BE CLEANED IMMEDIATELY AFTER YOUR EVENT.**
Mission Bay does not provide cleaning supplies or trash bags, please bring your own.
16. **VENDORS INSURANCE:** Vendors must provide a liability insurance certificate naming Mission Bay Community Association as additional insured, current workers compensation insurance certificate and a current Palm Beach County occupational License. **MUST BE TURNED INTO OFFICE AT LEAST FIFTEEN (15) BUSINESS DAYS IN ADVANCE OF THE EVENT DATE.**

Association reserves the right to prohibit vendors or activities that may present a hazard or safety issue to people or property.

***Failure to comply with any of the above, may result in a \$100.00 penalty per infraction and/or Forfeiture of the entire Security Deposit, as well as cancellation of the entire event.**

Initials: _____

Date: _____