



Mission Bay Community Association Rental Facility Agreement
(To be Completed by MBCA Residents Only)

THIS AGREEMENT is entered into this \_\_\_ day of \_\_\_, 20\_\_\_, by and between Mission Bay Community Association, Inc., (hereinafter called "ASSOCIATION"), and \_\_\_, homeowner of MBCA (hereinafter called "USER"), please provide the following information:

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Theme/Occasion: \_\_\_\_\_

Event Start & End Time: \_\_\_\_\_ Set Up/ Break Down Time: \_\_\_\_\_

Headcount Estimate: \_\_\_\_\_ \*An alphabetical list (by the last name) of all guests, vendors, and vendor's employees must be provided at least fourteen (14) calendar days before the event for security purposes.

Area Rental (please write your option below):

Clubhouse Room Rental Fees
(Maximum Seated People 100):

- Hourly Rental Rate: \$250 per hour (2 hr. Minimum)
Security Deposit: \$500 - Returned after Event
Party Supervisor Fee: \$38 per hour (Mandatory)

Gazebo & Bar Rental Fees
(Maximum Seated People 70):

- Hourly Rental Rate: \$150 per hour (2 hr. Minimum)
Security Deposit: \$250 - Returned after Event
Party Supervisor Fee: \$38 per hour (Mandatory)

Meeting Room (Lounge) Rental Fees
(Maximum seated people 50):

- Hourly Rental Rate: \$150 per hour (2 hr. Minimum)
Security Deposit: \$250 - Returned after Event
Party Supervisor Fee: \$38 per hour (Mandatory)

Pool Deck Rental Fees
(Maximum seated people 25):

- Hourly Rental Rate: \$50 per hour (2 hr. Minimum)
Security Deposit: Not Required
Party Supervisor Fee: Not Required

Reserved Area: \_\_\_\_\_

MBCA Owner Responsible for Rental: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Contact (If different from owner): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Rental Facility Details:**

Events held in the Gazebo, Social Room, or Clubhouse Friday through Sunday must end by midnight. Events held on the Pool deck Friday through Sunday must end by 10 PM. No alcohol is allowed on the Pool Deck unless the Gazebo is rented in conjunction with Pool Deck. Use of the kitchen is allowed only if you reserve the Clubhouse. If you are renting more than one space a security deposit of \$500 is required. The Security deposit is required to reserve your event date & time. We ask that all MBCA residents renting an event space be respectful to those utilizing other areas within the facility.

Parties on the following holiday are not allowed:

**New Year's Day**

**Memorial Day**

**Independence Day**

**Labor Day**

**Thanksgiving Day**

**Christmas Day**

Events on all other Holidays will be confirmed at the discretion of the management company and/ or if party supervisors are available. No rentals on the weekend of Mission Bay sponsored events. Event set-up shall be a half hour before the event starts. Residents may request up to two hours of extra set-up time for an additional \$50.00 per hour. Breakdown time is limited to one hour for an additional \$50.00 per hour. No set-up is allowed the day before the event. The MBCA resident or event contact has the exclusive right to use the reserved area only during the reserved time and must vacate the reserved area no later than the end.

**Caterer Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Will your event have alcohol?** (Y)\_\_\_\_ (N) \_\_\_\_

**Licensed Bartender Name:** \_\_\_\_\_

**License Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Entertainment/ DJ Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**\*ADDITIONAL VENDORS\***

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

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\*Vendors must list Mission Bay Community Association as the additional insured party. A copy of the insurance document shall be delivered to the Mission Bay Office at least fourteen (14) calendar days before the event.

**Renting from the MBCA:**

Y Tables & Chairs (Complimentary): Chairs: Quantity: \_\_\_\_\_

Shape: 4 ft Square Quantity: \_\_\_\_\_ Additional items:

Shape: 6 ft Rounds Quantity: \_\_\_\_\_ Y Speaker and Wireless Microphone: \$25

Shape: 6 ft Rectangle Quantity: \_\_\_\_\_ Y Fire Pits (Lit): \$30

Shape: 8 ft Rectangle Quantity: \_\_\_\_\_

**Rental Facility Pricing Structure:**

**Clubhouse Rental Fees**

- Security Deposit: \$500
- Hourly Rental Rate: \$250/ hr. X \_\_\_\_\_ hrs. = \_\_\_\_\_
- Party Supervisor Fee: \$38/ hr. X \_\_\_\_\_ hrs. = \_\_\_\_\_

**Social Room (Meeting Room) Rental Fees**

- Security Deposit: \$250
- Hourly Rental Rate: \$150/ hr. X \_\_\_\_\_ hrs. = \_\_\_\_\_
- Party Supervisor Fee: \$38/ hr. X \_\_\_\_\_ hrs. = \_\_\_\_\_

**Gazebo & Bar Rental Fees**

- Security Deposit: \$250
- Hourly Rental Rate: \$150/ hr. X \_\_\_\_\_ hrs. = \_\_\_\_\_
- Party Supervisor Fee: \$38/ hr. X \_\_\_\_\_ hrs. = \_\_\_\_\_

**Pool Deck Rental Fees**

- Flat Rental Fee: \$250 (5- hour event)
- Hourly Rental Rate: \$50/ hr. X \_\_\_\_\_ hrs. = \_\_\_\_\_

**Additional Add Ons**

- Speaker and Wireless Microphone: \$25
- Fire Pits (Lit): \$30

**GRAND TOTAL: \$ \_\_\_\_\_**

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**Deposit of: \_\_\_\_\_ (Separate Check) Due Upon Signing**  
**Rental Fee of: \_\_\_\_\_ Due by: \_\_\_\_\_**

I, the undersign, agree to pay the full amount due indicated above.

\_\_\_\_\_  
**Owner Signature:**

\_\_\_\_\_  
**Today's Date:**

\_\_\_\_\_  
**Staff Signature:**

\_\_\_\_\_  
**Today's Date:**

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**Payments Received (To Be Completed with a Staff Member)**

<b>Amount:</b>	<b>Date:</b>	<b>Check No:</b>	<b>Staff Initials:</b>	<b>Resident Initials:</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## **MEETING ROOM, GAZEBO & POOL DECK RENTAL TERMS AND CONDITIONS**

1. PAYMENT METHOD: NO CREDIT CARD ACCEPTED. CHECKS ONLY. PAY WITH SEPARATE CHECKS FOR PARTY RENTAL AND SECURITY DEPOSIT. A 48-HOUR NOTICE FOR CANCELLATIONS MUST BE GIVEN FOR A FULL REFUND. \_\_\_\_\_ (INIT)
2. PARTY SUPERVISOR. THEY WILL ARRIVE AT THE TIME OF SET-UP. \*PARTY SUPERVISOR WILL CALL SECURITY 15 MINS PRIOR TO DEPARTURE FOR INSPECTION AND LOCK UP AT FRONT GATE. \_\_\_\_\_ (INIT)
3. TIME: WEEKEND EVENTS MUST BE OVER BY 12:00 A.M. IF YOU ARE HAVING LIVE MUSIC OR A DEEJAY EVENT MUST END BY MIDNIGHT. WEEKNIGHT FUNCTIONS SHALL END BY 10:00 P.M., SINCE CONSIDERATION MUST BE GIVEN TO OWNERS WHO LIVE NEARBY. HOMEOWNER CONFIRMS THAT THE EVENT IS FOR PERSONAL FAMILY AND FRIENDS USE ONLY. **IF THE EVENT IS FOR BUSINESS, POLITICAL AND/OR RELIGIOUS PURPOSES THE EVENT WILL BE CANCELLED IMMEDIATELY.** \_\_\_\_\_ (INIT)
4. OCCUPANCY: THERE SHALL BE ONE ADULT FOR EVERY TEN TEENAGERS. IF THE EVENT IS FOR CHILDREN AGE TWELVE (12) AND UNDER, THERE MUST BE ONE (1) ADULT FOR EVERY FIVE (5) CHILDREN. \_\_\_\_\_ (INIT)
5. SET-UP: SET-UP SHALL BE A HALF HOUR BEFORE EVENT STARTS. HOMEOWNER MAY REQUEST EXTRA SET UP TIME FOR AN ADDITIONAL \$50.00 PER HOUR. \_\_\_\_\_ (INIT)
  - \*NO SET-UP THE DAY BEFORE EVENT. \_\_\_\_\_ (INIT)
  - \*NO RENTALS ON HOLIDAYS OR HOLIDAY WEEKENDS. \_\_\_\_\_ (INIT)
  - \*NO RENTALS ON THE WEEKEND OF MISSION BAY SPONSORED EVENTS. \_\_\_\_\_ (INIT)
6. GUEST LIST: PROVIDE YOUR COMPLETED GUEST LIST TO THE MANAGEMENT OFFICE AT LEAST 72 HOURS PRIOR TO YOUR EVENT. \_\_\_\_\_ (INIT)
7. HOMEOWNER MUST BE PRESENT DURING THE ENTIRE EVENT. THIS INCLUDES SET UP AND CLEAN UP. THIS AGREEMENT IS NON-TRANSFERRABLE. \_\_\_\_\_ (INIT)
8. MISSION BAY COMMUNITY ASSOCIATION, INC. WILL ONLY PROVIDE TABLES AND CHAIRS. PLEASE ALLOW ENOUGH TIME TO SET TABLES AND CHAIRS AS DESIRED. \_\_\_\_\_ (INIT)
9. NO SMOKING/ BARBEQUE GRILLS/ LIT CANDLES/ FIRE PITS/ FIRE WORKS /OPEN FLAMES OR ANYTHING FLAMABLE ALLOWED; NO VAPES, PIPES, CIGARS OR CIGARETTES ARE PERMITTED. **SMOKING IS PERMITTED IN THE PARKING LOT ONLY, NOT IN THE FRONT ENTRANCE OF THE CLUBHOUSE.** \_\_\_\_\_ (INIT) **\*SUBJECT TO LOSING SECURITY DEPOSIT IF BREACHED.**
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. BARTENDING VENDOR MUST PROVIDE LICENSE AND CERTIFICATE OF INSURANCE WITH MISSION BAY. UNDER NO CIRCUMSTANCES ARE ALCOHOLIC BEVERAGES TO BE SOLD ON MISSION BAY'S PROPERTY. \_\_\_\_\_ (INIT)
11. NO TAPE, NAILS, TACKS, ETC. SHALL BE ATTACHED TO THE WALLS, WINDOWS, TABLES AND/ OR OTHER SURFACES. FREE STANDING, TABLETOP OR DECORATIONS TIED TO

CHAIRS ARE ACCEPTABLE. IF CANDLES ARE USED, THEY MUST BE BATTERY OPERATED TYPE ONLY. NO GLITTER, CONFETTI, ETC IS ALLOWED. \_\_\_\_\_(INIT)

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. \_\_\_\_\_(INIT)

13. PROPER ATTIRE MUST BE WORN AT ALL TIMES. \_\_\_\_\_(INIT)

14. ACCORDING TO ARTICLE II SECTION 34-35 OF PALM BEACH COUNTY CODE; "IT SHALL BE UNLAWFUL FOR ANY PERSON TO MAKE, CONTINUE, OR CAUSE TO BE MADE OR CONTINUED ANY UNREASONABLY LOUD, EXCESSIVE, UNNECESSARY OR UNUSUAL NOISE." IN THE CASE THAT A NOISE COMPLAINT IS FILED, AND YOUR PARTY IS ISSUED A NOISE ORDINANCE CITATION (OR ANY OTHER PBC CITATION), THE PARTY RENTERS WILL BE RESPONSIBLE FOR PAYING THE FINE.  
\_\_\_\_\_(INIT)

15. CLEAN UP AND INSPECTION: ALL TRASH MUST BE BAGGED, TIGHTLY SEALED, AND LEFT INSIDE THE DOOR OF THE MEETING ROOM. FOR THE PATIO/ GAZEBO LEAVE TRASH BAGS BY THE TRASH CAN. ALL ROOMS MUST BE CLEANED IMMEDIATELY AFTER YOUR EVENT. MBCA DOES NOT PROVIDE CLEANING SUPPLIES OR TRASH BAGS, PLEASE BRING YOUR OWN. \_\_\_\_\_(INIT)

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. \_\_\_\_\_(INIT)

17. 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. \_\_\_\_\_(INIT)

- Failure to comply with the rules will be considered sufficient grounds for refusal of further use of the Mission Bay Facilities.
- The HOA reserves the right to refuse the use of the Mission Bay Clubhouse.
- A damage/hold deposit is required upon submission of rental application.
- The renter will be responsible for and reimburse the HOA for any damage to the building, its contents, grounds and/or equipment.
- The HOA or its designee reserve the right to cancel a function at any time, even when it is in progress, should the renter, any guest, employee, or agent of the renter violate any of the terms of this agreement.
- Following clean-up of the event, a walk-through of the premises needs to take place with the on-duty Security Guard to ensure all is left in order.
- The rental time of the premises is the designated time approved on the application, unless otherwise stated and/or requested in writing prior to event.

Homeowner Signature: \_\_\_\_\_

**MISSION BAY CLUBHOUSE RENTAL WALK THROUGH**  
TO BE COMPLETED DAY OF THE EVENT

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

Address: \_\_\_\_\_

Date of Party: \_\_\_\_\_ Place of Party: \_\_\_\_\_

Time of Pre Inspection: \_\_\_\_\_ Staff initials \_\_\_\_\_ Homeowners initials \_\_\_\_\_

Time of Post Inspection \_\_\_\_\_ Staff initials \_\_\_\_\_ Homeowners initials \_\_\_\_\_

Please note when renting the facilities, the room must be returned in the same condition it was found. A walk through will be conducted before and after the event. Please indicate anything found broken, damaged or stained prior to event. This will prevent you from becoming responsible for damages that were there prior to the event. A member of the staff will conduct a preliminary walk through with you to eliminate prior damage.

**All trash bags must be brought directly to the dumpster before the end of the event. Please note there are NO cleaning products provided so please provide your own.**

FLOOR CLEAN: Items removed, swept, and cleaned.

Before \_\_\_\_\_

After \_\_\_\_\_

TABLES/FURNITURE CLEANED Tables wiped down, cleaned, furniture damaged or broken.

Before \_\_\_\_\_

After \_\_\_\_\_

PATIO/DECK Chairs tables in place, furniture not broken.

Before \_\_\_\_\_

After \_\_\_\_\_

WALLS No tape, nails, walls not damaged.

Before \_\_\_\_\_

After \_\_\_\_\_

BATHROOMS - Counters, Toilets clean

Before \_\_\_\_\_

After \_\_\_\_\_

TELEVISION – Not Damaged

Before \_\_\_\_\_

After \_\_\_\_\_

Staff post Check list: A/C Set at 75 degrees \_\_\_\_\_ Lights off \_\_\_\_\_ Doors locked \_\_\_\_\_

**HOMEOWNERS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**