

Tapps Island Association
 20818 Island Park Way E., Lake Tapps, WA 98391
Resident Clubroom/Park Rental Agreement



Office-(253) 862-6616 Fax-(253) 862-3310 Lakeside Grill-(253) 862-6641

Name/Group _____

Address _____ City _____ Zip _____

Responsible Party _____ Phone _____

Island Resident? Yes No

Date of Event _____ Time of Set-up _____

Event Begins _____ Ends _____ *(Clubroom closes at midnight)*
(Please call Security for lock-up: 862-5993-guardhouse; 370-0658-cell)

Description of Event _____

AREAS BEING RENTED: Clubroom Park

Expected attendance _____ *(Clubroom capacity - 65 people; Park capacity - 100 people)*

Catered Event? Yes _____ No _____ *(Catering will be done by our professional catering staff. Please contact Connie Hagerty, Catering Director, for details.) Renter agrees to pay catering costs for _____ guests as a guaranteed count (may be revised up to 5 days prior to event). ALL NON RESIDENT EVENTS MUST BE CATERED BY OUR STAFF*

Renter also agrees that their guests Will NOT use the swimming pool, jacuzzi or weight room areas.
These areas are reserved for the use by Tapps Island members only.

FEES *(Must be paid & rental agreement signed at the time of reservation):*

Clubroom Rental:

Weekdays *(Monday - Thursday)*

| | | |
|--|----------|----------|
| Clubroom - Daytime <i>(before 4:00 p.m.)</i> | \$100.00 | \$ _____ |
| Clubroom - Evening <i>(after 6:00 p.m.)</i> | \$100.00 | \$ _____ |
| Clubroom - Full Day | \$150.00 | \$ _____ |

Weekends *(Friday- Sunday) & Holidays*

| | | |
|---|----------|----------|
| Clubroom - Daytime <i>(before 4:00 pm)</i> | \$150.00 | \$ _____ |
| Clubroom - Evening <i>(after 6:00 p.m.)</i> | \$150.00 | \$ _____ |
| Clubroom - Full Day | \$200.00 | \$ _____ |

Park Rental - Daily:

| | | |
|---|----------|----------|
| Park Only – Daytime <i>(before 3:00 p.m.)</i> | \$300.00 | \$ _____ |
| Park Only – Aft/Eve <i>(after 4:00 p.m.) (closes @ dusk)</i> | \$300.00 | \$ _____ |
| Park Only – Full Day <i>(closes @ dusk)</i> | \$600.00 | \$ _____ |
| Add Clubroom to Park Rental Partial Day - \$100; Full Day - \$150.00 | | \$ _____ |

Bar Service *(Corkage fee and banquet permit **REQUIRED ONLY** if bringing own alcoholic beverages.)*

| | | |
|--|-------------|----------|
| Bartender - Optional <i>(minimum 2 hrs)</i> | \$15/hr. | \$ _____ |
| Corkage fee: <i>(Up to 35 people-\$100.00 / Over 35 people-\$120.00)</i> | \$100/\$120 | \$ _____ |

Wedding Consultation Fee

\$75.00 \$ _____

Date fees paid _____ Amt. Pd. _____ Cash Ck Cr. Card Staff Signature _____

EQUIPMENT NEEDS *(for Clubroom only):*

Tables: Round *(seats 8)* _____ Long *(seats 6)* _____ Overhead Projector _____
 BBQ _____ *(Bring own Briquettes)* TV / VCR _____ Fireplace *(Bring own wood)* _____

Additional Needs: _____

Continued on back

Clubroom/Park Rental Agreement

I, _____, as a resident of Tapps Island, and the Sponsor of this event, I will be held responsible for any damages caused to Tapps Island Association property during this event. **As the Sponsor, I agree to be present at this event, and agree to assume all risk and liability arising from the rental and use of the premises, and agree to hold Tapps Island Association harmless from any and all damages or injury arising from the use of the property. If play toys, 'bouncy' toys, water slides, etc., are brought in for use at this event, I agree to release, and hold harmless, Tapps Island Association from any and all injury or damage that might occur from use of these items.** I agree to provide the necessary supervision of children. I understand the use of fireworks is prohibited. I am aware that the Clubroom capacity is 65 and closes @ midnight. The Park capacity is approximately 100 and closes at dusk.

I understand that rental of the Clubroom and/or Park is for use of that area only.

*MEMBERS OF MY PARTY MAY NOT USE THE
SWIMMING POOL, JACUZZI OR WEIGHT ROOM.*

THESE AREAS ARE RESERVED FOR THE USE OF TAPPS ISLAND MEMBERS ONLY.

Catering of food, non-alcoholic beverages and bar service is available from Tapps Island's Lakeside Grill. **NO OUTSIDE CATERING WILL BE PERMITTED.** Catering arrangements must be made at least two (2) weeks in advance of the rental date. Please contact Connie Hagerty, Catering Director, for catering details at 253-312-2447. **The actual number of guests must be confirmed at least five (5) days prior to your event.**

Due to regulations spelled out by the Washington State Dept. of Health, if The Lakeside Grill is providing food and/or alcoholic beverages for your event, no outside food and/or alcoholic beverages will be allowed to be brought in by you or your guests. Wedding and birthday cakes are the only exception.

If bringing own alcoholic beverages a corkage fee will be charged and, as the Responsible Party, you must obtain the proper liquor-related banquet permit, which can be obtained from any Washington State Liquor Store.

Non-catered Park rentals will be charged a \$250.00 cleaning fee if the space is not adequately cleaned after your event. Non-catered Clubroom events (or catered events of less than \$400) will be charged a \$150.00 cleaning fee if the room is not adequately cleaned. Cleaning includes picking up debris in the Park and/or Clubroom and restrooms, vacuuming the Clubroom, and all tables and chairs put away (sanitary cleaning of restrooms will be done by Association staff). Residents may also prearrange with the office to have the Park and/or Clubroom cleaned after their event by paying in advance. Clean-up will be done by our staff for all catered events of \$400.00 or more.

Tapps Island is a family community and, therefore, no adult entertainment will be allowed on the premises.

To secure your date: This signed agreement, plus payment, must be received in the office to hold your date. **The rental fee is not refundable if cancelled within 15 days of your scheduled event. If cancelled within 30 days of your event 50% of your rental fee will be refunded.** In the event that the facility can be rented again for that date, your rental fee will be fully refunded.

Sponsor's Signature _____ Date _____