



Tapps Island Association
20818 Island Park Way E., Lake Tapps, WA 98391

Non-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 _____

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)

All rentals must use our catering services. Catering will be done by our professional catering staff. Please contact Connie Hagerty, Catering Director, @ 253-312-2447 for details.

The renter agrees to pay catering costs for _____ guests as a guaranteed count (may be revised up to 5 days prior to event).

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 (before 4:00 p.m.)	\$ 200.00	\$ _____
Clubroom - Evening (after 6:00 p.m.)	\$ 200.00	\$ _____
Clubroom - Full Day	\$ 300.00	\$ _____

Weekends (Friday- Sunday) & Holidays

Clubroom - Daytime (before 4:00 pm)	\$ 300.00	\$ _____
Clubroom - Evening (after 6:00 p.m.)	\$ 300.00	\$ _____
Clubroom - Full Day	\$ 400.00	\$ _____

Park Rental - Daily

Park Only – Daytime (before 3:00 p.m.)	\$ 750.00	\$ _____
Park Only – Aft/Eve (after 4:00 p.m.) (closes @ dusk)	\$ 750.00	\$ _____
Park Only – Full Day (closes @ dusk)	\$1500.00	\$ _____
Add Clubroom Rental to your Park Rental	\$ 100.00	\$ _____

A portion of the Park rental fee will be applied towards catering costs: \$250 (partial day), \$500 (full day)

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

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

Wedding Consultation Fee

\$100.00 \$ _____

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

EQUIPMENT NEEDS (for Clubroom only):

Tables: Round (seat 8) _____ Long (seat 6) _____ Overhead Projector _____
BBQ (\$25) Upon availability _____ (Briquettes included) TV / VCR _____ Fireplace (Bring own wood) _____

Additional Needs: _____

Clubroom/Park Rental Agreement

I, _____, as the Responsible Party, hereby agree and accept to pay the amount shown on the reverse side of this agreement to Tapps Island Association at 20818 Island Park Way East, Lake Tapps, Washington, 98391, for use of the Clubroom and/or Park on Tapps Island. **As the Responsible Party for this event, I 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.

All non-resident events must be catered through 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. A portion of the Park rental fee will be applied towards catering costs: \$250 (partial day), \$500 (full day). Please contact Connie Hagerty, Catering Director, for catering details at 253-312-2447. **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. A liquor-related banquet permit must also be obtained from any Washington State Liquor Store.

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 Tapps Island 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.

Signature _____ Date _____