



## Room Rental Request

Please Be Advised that in order to rent space in the Club House You Must be a Club Member who is in good standing. ***No Exceptions!*** Also, the person who signs the contract must be in attendance at the entire event and be available to sign the Cleaning Checklist once clean-up is finished.

This form is a request to rent space in Club Tampa Palms, upon completing this form it will be submitted to management. You will be contacted within 24 business hours of today's date to let you know if the space you requested is available and to make arrangements to sign a rental agreement and leave a deposit. A signed rental agreement and a deposit are required in order for rental space to be held.

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

Name: \_\_\_\_\_ Member #: \_\_\_\_\_

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

Community: \_\_\_\_\_

Telephone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Day/Date Requested: \_\_\_\_\_

Rental Start Time: \_\_\_\_\_ Rental End Time: \_\_\_\_\_

(Please be aware that you have 1 Hour before the start time to set-up and 1 hour after the end time to clean-up. Also, rental time and clean-up must be completed before the club closing time or additional fees will apply.)

Room(s) Requested: \_\_\_\_\_  
(Kitchen and Lobby Bar may be included with rental, depending on availability.)

Type of Event: \_\_\_\_\_

Number of People that will be in Attendance: \_\_\_\_\_

# ROOM RENTAL RATES AND GUIDELINES

ROOM	APPROX. CAPACITY	ROOM RENTAL FEE Based on 4 Hours	EXTRA HOURS CHARGE Per Hour	DEPOSIT REQUIRED
Media Center	20 People	\$75	\$18.75	\$500
Multipurpose Room (No Food or Beverage allowed. Security cameras will be viewed at end of event) <b>**special occasions only**</b>	25 People	\$100	\$50	\$500
Back Patio	20 People	\$75	\$18.75	\$500
Veranda	20 People	\$75	\$18.75	\$500

- “Renter” is required to be an active member of Club Tampa Palms. The “Renter” must be here for entire event including all set-up and clean-up. And the “Renter” must do all walkthroughs and sign all check sheets at the end of the event. **NO EXCEPTIONS!** If “Renter” is not available during the entire event, including set-up and clean-up, he/she will be subject to loss of deposit.
- The “Club” will not accept any deliveries for events that will take place. Nothing shall be delivered to or left at the club before the One (1) Hour Set-up and everything that the “Renter” brings into the “Club” must be removed before clean-up is completed. Any items that arrive early or are left behind at the Club will be subject to a storage fee to be determined by the Club Manager.
- Deposits must be received at the time the event is booked. Rooms will not be held without the receipt of a deposit and a signed Room Rental Agreement.
- All deposits should be remitted by check.
- Returned Check will result in a \$40 or 5% charge, whichever is greater, to the “Renter” and/or loss of rental privileges at Club Tampa Palms. “Renter” also agrees to pay cost of collection including agency fee, court costs and a five percent (5%) late fee based on balance due to be compounded monthly.
- Events must be paid in full no later than Two (2) Weeks before the Event Date. If payment is not received, the contract will be considered null and void and room will be released for other members to rent.
- Subject to availability, Room Rentals may include use of the Lobby Bar and Kitchen area. You must specify that you need either the Lobby Bar or Kitchen at the time of agreement.
- Room Rentals are based on a Four (4) Hour Increment. The “Club” will allow for a One (1) Hour Set-up Time and a One (1) Hour Clean-Up Time included in the above prices. Any set-up or clean-up taking place before or after the one hour allotted time will be charged an extra hour charge.
- All events must end One (1) Hour before Club Closing Time in order to allow clean-up time. At no time shall any furniture or equipment be moved or any decorations put in place by the “Club” be taken down or changed.
- Guests attending the party must wear a wristband that allows them to participate in the party. This is not a guest pass. These wristbands give them access to the party only. If “renter” needs more party passes, they must go to the front desk. Renter will be allowed party passes for the number of guests listed on their Rental Agreement, if they need more, it must be within the capacity limits for the rental space listed above. If they need more passes than permitted, they must use guest passes according to the guest pass policy of the Club.
- “Renter” is responsible for all Clean-up and to leave the “Club” in its original condition. “Renter” is responsible to do a walk through with “Club” Staff before their set-up time to point out pre-existing damages and a walk through after clean-up to ensure no damages occurred during their event.
- “Renter” is responsible for damages that occur during their event and for the actions of his/her guests throughout the “Club” during the event. Consideration of damages will be at the sole discretion of Club Tampa Palms Management.
- Once the event is over, Management will review the paperwork for the event. After 2 business days the “Renter” should call the “Club” or stop by and find out about retrieving their deposit. If the deposit is going to be returned, the “Renter” will have Two (2) Weeks to pick up the check. After Two (2) weeks the “Club” will shred the check.
- All Club Members will have access to all common areas of the Club. Common Areas shall include all entrances to the Club property, the Club Lobby, Fitness Room, Children’s Room, Rest Rooms/Locker Room, Pools, Jacuzzi and Tennis Courts.
- “Renter” and his guests and vendors are expected to follow all rules of Club Tampa Palms. Absolutely no pyrotechnics, candles or any other violation of city and county fire codes will be permitted on Club Tampa Palms property.
- Any changes to the above guidelines must be approved by Club Management and put in writing.