

**THE SUNSET SANDS COMMUNITY ASSOCIATION  
EVENT CENTER RENTAL AGREEMENT**

This rental agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,  
between the Sunset Sands Community Association (Lesser) and \_\_\_\_\_  
\_\_\_\_\_ (Lessee) for the use of the Sunset Sands  
Event Center, upon the following facts, terms and conditions:

A. Lessee address: \_\_\_\_\_

Phone number: \_\_\_\_\_

B. Rental rates are as follows:

**RATE**

\$500.00 per day, with an additional deposit of \$250.00 due at time of reserving Event Center. Fifty Percent (50%) of deposit will be returned within one week if left clean after event.

**No Serving of Alcohol with above rates  
Special Event Insurance Policy Required  
Note: If Serving Alcohol, it will require an extra Insurance binder (this should be obtained by you and usually costs \$160.00+)**

C. Lessee is contracting to rent the Event Center on the following date and time:

Date \_\_\_\_\_ Day of week \_\_\_\_\_

Hours: From \_\_\_\_\_ to \_\_\_\_\_  
(Must vacate Event Center by 10PM.)

D. A deposit in the amount of \$125.00 is required at the signing of this agreement and will be returned within one (1) week unless:

1. The lessee or his/her guests do damage to the Event Center, surrounding areas or its furnishings. Damages exceeding the \$125.00 deposit will be billed to the Lessee and shall be due upon receipt of bill. If not paid within thirty (30) days, further action will be taken. When lessee fails to pay within (60) days, the Board will take legal remedy to recover our costs, through a court of jurisdiction.
2. If the Lessee does not complete basic clean up and trash removal after the function, additional fees will be assessed. **(See attached Exit Checklist for tasks and fees.)**

E. **Cancellation Policy**

**Cancellations January – November (Excluding Holidays)**

- More than 30 days prior to reservation date - no cancellation fee.
- 15 - 30 days prior to reservation date - 25% cancellation fee.
- 7 - 14 days prior to reservation date - 50% cancellation fee.
- Less than 7 days prior to reservation date - 100% cancellation fee.

**Cancellations December and Holidays**

- More than 60 days prior to reservation date - no cancellation fee.
- 30 - 59 days prior to reservation date - 50% cancellation fee.
- Less than 30 days prior to reservation date - 100% cancellation fee.
- In the event the SSCA has to cancel an event a full refund will be given.*

- F. **Members have first priority reserving our Event Center over non-member parties. The entire month of January is set aside for member bookings. After January 31<sup>st</sup>, all reservations are on a first come first serve basis.**
- G. Damage or loss of personal property by the Lessee or its guests is not the responsibility of the Association.
- H. Lessee, its agents and invitees, hold the Association harmless from any claims, actions, liability and expense in connection with loss of life, personal injury or loss of property arising out of the use by Lessee of the property by Lessee, its agents or invitees.
- I. Lease and security deposit due upon reservation.
- J. An event plan may be requested prior to the signing of the rental contract. The Event Center Manager is our elected Treasurer or other Board Member and has the final authority and approval of said plan.
- K. The Event Center and our common property shall only be used in a lawful manner. It is the sole responsibility of the Lessee to ensure compliance with all association rules and Local, State and Federal Laws. **If the function I am sponsoring is found to violate federal, state, local laws, ordinance or Association rules and regulations, my rights to use the Event Center under this agreement shall be terminated and the Association shall have the right to take possession of the Event Center and instruct guest to leave the property.**
- L. For events being held outside by members, our guests and lesser are to be respectful of the other activities that may coincide with your rental.
- M. I am at least twenty-one (21) years of age and will be in attendance at my function.
- N. **I assume all responsibility, risk, liabilities and hazards incidental to the activities applied for (including, but not limited to, the serving of alcoholic beverages) and hereby release and forever discharge the Association, it**

officers, directors, employees, agents and members past, present and future for any and all claims, costs, causes of action and liability for personal injury or death and damage to or destruction of property arising from my use of the Event Center and its appurtenances.

- O. I agree to indemnify and hold harmless the Association and its officers, directors, employees, agents, members past, present, and future, from any and all claims, costs, causes of action and liability (including, but not limited to attorney fees) for any injury, to either persons or guest invitees, or any member of the Association or any other person which arise from or in any way related to the activity, whether or not caused by the Association's negligence.
- P. I understand that any keys or security codes provided to me for the above mentioned event are for my use only and will not be given to anyone else.
- Q. I have carefully read and understand this form and the attached rules and agree to be bound by its term.
- R. It is further understood that NO ALCOHOL CAN BE SERVED in the Event Center or Park Grounds without a Special Event Insurance policy with an alcohol binder. This can be purchased through our insurance carrier, if you don't currently have your own carrier.
- S. I agree that any failure in part or in whole to adhere to the terms of the agreement may result in the forfeiture of all future access and/or use of the Event Center for private functions as determined by the Event Center Committee, Board of Directors, or other governing body of The Sunset Sands Community Association.

THE SUNSET SANDS COMMUNITY ASSOCIATION

By \_\_\_\_\_ Date  
Sunset Sands Community Association Board Member

I have read, understand and agree to this Lease, Event Center Rules and the Exit Checklist.

By \_\_\_\_\_ Date  
Lessee

## **THE SUNSET SANDS COMMUNITY ASSOCIATION EVENT CENTER RULES**

1. The Lessee who reserved the facility must be present at all times at the function involved. They must schedule and complete all the required paperwork with proof of insurance before approval is given. The Lessees are guests of our membership and the use of our facilities monitored to ensure compliance of our rules and regulations.
2. Groups using the Event Center are limited to **75** people inside the building. No limit for outside use.
3. When decorating, no tape on or holes in the walls or ceilings are permitted (tacks, nails, etc.). (3M Removable Hooks are recommended.)
4. The items in the kitchen, such as glasses and the coffee pot(s) belong to the Event Center. If these items are used, they need to be washed and put away at the function's end. All items are inventoried prior to each Event Center function.
5. The entire Event Center must be picked up, surfaces wiped clean, floors swept and vacuumed if necessary, refrigerator emptied and all garbage bagged and removed. **ALL TRASH MUST BE REMOVED FROM THE PREMISES!** This includes all bathroom trash. Litter and trash must be picked up around the exterior of the building. Additional cleaning charges may be applied if these requirements are not met. Please see "Exit Checklist" for a listing of additional cleaning charges.
6. Noise must be kept to a minimum.
7. **NO SMOKING** is allowed in the Event Center or in the Restrooms and shower areas. Smokers may smoke outside but must be further than 25 feet of all entry doors. There are no cigarette receptacles provided. Smokers are responsible for the proper disposal of cigarette butts. They are not to be thrown in the lawn or along our gravel and paved roads.
8. No pets are allowed in the Event Center and must be on a leash in the park or within the project area. Shorty's Island is the exception where your dog under your supervision may be off the leash.
9. No immoral, improper, unlawful or offensive activity shall be carried on in the Event Center or its surroundings.
10. The Lessee agrees to be responsible and pay the Association for any repairs or replacements for damage caused by his/her guests to any part of the walls, ceilings, floors, furniture, equipment and grounds in the area of the Event Center.
11. The Event Center must be vacated by 10 PM, except for those involved in clean up. Before leaving, turn off all inside lights and ceiling fans, check restrooms for

damage or overflow and make sure all windows are closed and in locked positions.

12. **Alcoholic beverages may be allowed in the Event Center with the following guidelines:**
  - (1) No red dye beverages such as Kool-Aid or fruit punch are permitted due to stains (red wine may be permitted)**
  - (2) Consumption of alcohol is not allowed by minors**
  - (3) Must have a Special Event Insurance Policy with an Alcohol Binder**
13. Candles or items with an open flame are not permitted.
14. Parking is limited. No parking is allowed on the grass or along the street. In the summer months, the parking lot is to be shared with our members and guests.
15. Only reservations for the present year may be booked. For example, no person will be able to book Christmas day for two years at one time they will have to call after January 31<sup>st</sup> to book next years' holidays.
16. A deposit is due at the signing of the Rental Agreement and is refundable based on compliance with the rules. The rental fee is due on or before 30 days before the event and is non-refundable within the parameters spelled out in the Agreement.

# SUNSET SANDS COMMUNITY ASSOCIATION

## RENTAL RULES AND RENTERS RESPONSIBILITIES

1. Call Event Center representative at 360-665-5432 to schedule a walk-through prior to and following the event.
2. Renters will supply their own kitchen utensils.
3. No staples, nails shall be used for balloons, banners, streamers, etc. on any Event Center surface. Thumbtacks, pushpins and painter's tape are allowed.
4. Blot any spills on floor, carpet, walls or furniture promptly.
5. Clean Event Center as follows:
  - a. Return all furniture to original place.
  - b. Vacuum, sweep and mop all floors.
  - c. Clean kitchen counters, stove top, oven and refrigerator (DO NOT LEAVE ITEMS IN THE REFRIGERATOR).
  - d. Clean all bathroom surfaces.
  - e. Remove trash from all areas including, but not limited to, kitchen, bathrooms, deck and other outside areas surrounding the clubhouse.
  - f. **ALL TRASH MUST BE REMOVED FROM THE PREMISES!**  
If any trash is disposed of improperly, the renter is subject to having funds from their deposit withheld.
  - g. **ALL OUTSIDE DOORS MUST BE LOCKED WHEN YOU LEAVE.**

### SSCA will provide the following:

1. Trash bags and trash cans
2. Broom, dustpan and mop
3. Vacuum cleaner

## THE SUNSET SAND COMMUNITY ASSOCIATION EVENT CENTER EXIT CHECKLIST

Please complete the tasks listed below before vacating the Event Center. The fee listed will be deducted from your security deposit for any task not completed.

**BE SURE TO SIGN AND LEAVE THIS FORM ON THE KITCHEN COUNTER**

COMPLETED		TASK FEE
_____	Basic Cleaning (See Event Center Rules)	\$22/hour
_____	Take out the trash and re-line Trash Receptacles	\$20
_____	Turn off all lights	\$20
_____	Make sure the Exit doors are locked and closed	\$10
_____	Vacate the Event Center at scheduled time	\$20
_____	Leave the signed Exit Checklist on the kitchen counter	

Renter's Name \_\_\_\_\_ Date \_\_\_\_\_

Event Center Contact Person \_\_\_\_\_ Date \_\_\_\_\_

**Total Fee Charged \$ \_\_\_\_\_**