

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 _____ Lot # _____
 Address _____ City _____ Zip _____
 Phone _____ Date of Event _____ Time of Set-up _____
 Event Begins _____ Ends _____ Description of Event _____
(Clubroom closes at midnight - Please call Security for lock-up: 370-0658)

AREAS BEING RENTED: Clubroom Park

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

Catered Event? Yes _____ No _____ *(Catering will be done by our professional catering staff. Please contact Connie Hagerty, Catering Director, for details.) Catered events will receive the rental area at no additional cost with at least a \$300 catering order. Renter agrees to pay catering costs for _____ guests as a guaranteed count (may be revised up to 5 days prior to event). A refundable deposit will be collected for all rentals.*

ALL NON RESIDENT EVENTS MUST BE CATERED BY OUR STAFF.

Damage deposit to be refunded to your account?

Yes No

If no, after your event is complete, provided no damage has occurred, a check will be mailed to address above unless otherwise notified.

FEES *(Deposit must be paid & rental agreement signed to reserve your date):*

Clubroom Rental: Refundable Damage Deposit: \$200.00 →

Non catered events will be charged the following rates for use of the Clubroom or Park.

Weekdays *(Monday - Thursday):*

Daytime 8 am - 4 pm	\$100.00	\$ _____
Evening 6 pm - 11 pm	\$100.00	\$ _____
Full Day 8am - 11 pm	\$150.00	\$ _____

Weekends *(Friday- Sunday) & Holidays:*

Daytime 8 am - 4 pm	\$150.00	\$ _____
Evening 6 pm - midnight	\$150.00	\$ _____
Full Day 8am - midnight	\$200.00	\$ _____

Park Rental: Refundable Damage Deposit: \$200.00

Daily:

Daytime 8 am - 3:00 p.m.	\$300.00	\$ _____
Evening 4:00 pm - Dusk	\$300.00	\$ _____
Park Only 8 am - Dusk	\$600.00	\$ _____
Add Clubroom to Park Rental Partial Day - \$100; Full Day - \$150.00		\$ _____

Wedding Consultation Fee

\$100.00 \$ _____

Hosted Bar Service: Bartender available - Optional (minimum 2 hours) \$15/hr \$ _____

No outside alcoholic beverages will be allowed to be brought in by members or their guests.

Date deposit paid _____ Amt. Pd. _____ Cash Ck Cr. Card Staff Initials _____

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: _____

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CLUBROOM/PARK RENTAL AGREEMENT

EVENT & WEDDING INFO

Whether it is accommodating our members' golf and social needs, catering events for weddings, or facilitating events for local clients we know how to make your event the finest it can be. From our outdoor Park to our Clubhouse facility, both overlooking beautiful Lake Tapps with stunning Mount Rainier views, it is easy to see why Tapps Island is the perfect location for your special occasion. Our catering menu can be custom designed to fit any style and budget. Our friendly, professional staff will put you at ease and ensure that you and your guests enjoy the event of your dreams.

FOOD SERVICE

All food service will be supplied by Tapps Island with the exception of wedding or birthday cakes. Please see the catering menu for food choices. If you do not see what you are looking for, please let us know and we will be happy to customize a menu for you. Although no outside caterers are allowed to cater on Tapps Island, as a member of Tapps Island, you may choose to bring your own potluck meal to your event.

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. Catered events will receive the rental area at no charge with at least a \$300 catering order. The final bill is due at the conclusion of your event.**

Due to regulations spelled out by the Washington State Dept. of Health, if The Lakeside Grill is providing food for your event, no outside food will be allowed to be brought in by you or your guests.

BEVERAGE SERVICE

As a full beverage service facility, we are happy to help you with your beverage choices. Bartenders are also available to host your bar for a minimum of two hours at \$15 per hour. **No outside alcoholic beverages will be allowed to be brought in by members or their guests.**

WEDDING REHEARSALS

All wedding ceremonies booked at Tapps Island will receive a one hour rehearsal at the ceremony site. Typically this is booked on a week night and is subject to availability. Please call the office to book your rehearsal up to 30 days in advance. Rehearsal dinner packages are also available by request.

FACILITY USAGE

Rental of the Clubroom and/or Park areas are for use of that area only. GUESTS OF RENTAL GROUPS MAY NOT USE THE SWIMMING POOL, JACUZZI OR WEIGHT ROOM. THESE AREAS ARE RESERVED FOR USE BY TAPPS ISLAND MEMBERS ONLY.

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

RESIDENTS' FACILITY USAGE

Members may sponsor non-resident's events for immediate family members such as their children or grandchildren only. All other non-resident events will be charged non-resident rates.

The rental deposit will be refunded if the rented area is 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).

TO SECURE YOUR DATE

Receipt of this signed agreement and deposit will secure your date and indicates that, as the sponsoring member, you agree to be present at this event and 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, you agree to release, and hold harmless, Tapps Island Association from any and all injury or damage that might occur from use of these items.

You agree to provide the necessary supervision of children. The use of fireworks is prohibited. The Clubroom maximum capacity is 65 and closes at 11 pm Monday - Thursday, and midnight on Friday - Sunday and holidays. The Park maximum capacity is 100 and closes at dusk.

The damage deposit will be returned within twenty-one (21) days after your event less any charges for damages or any other charges incurred. If any damage or theft occurs on Tapps Island property, you will be responsible for the entire amount, even if it exceeds \$200.

CANCELLATION POLICY

The deposit & rental fee are non refundable if cancelled within 15 days of your scheduled event. In the event that the facility can be rented again for that date, your fees will be fully refunded.

SPONSOR'S SIGNATURE _____ **DATE** _____