



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 _____
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)

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).

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

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

Clubroom Rental: Refundable Damage Deposit: \$400

Weekdays (Monday - Thursday)

Table with 3 columns: Rental Type, Price, and Deposit. Rows include Clubroom - Daytime, Clubroom - Evening, and Clubroom - Full Day for weekdays.

Weekends (Friday- Sunday) & Holidays

Table with 3 columns: Rental Type, Price, and Deposit. Rows include Clubroom - Daytime, Clubroom - Evening, and Clubroom - Full Day for weekends and holidays.

Park Rental: Refundable Damage Deposit: \$400

Daily

Table with 3 columns: Rental Type, Price, and Deposit. Rows include Park Only - Daytime, Park Only - Aft/Eve, Park Only - Full Day, and Add Clubroom Rental to your Park Rental.

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

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 (seat 8) _____ Long (seat 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.

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. The final bill is due at the conclusion of your event.**

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.

TO SECURE YOUR DATE

Receipt of this signed agreement, deposit and rental fee will secure your date and indicates that you 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, 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 12 a.m. 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 \$400.

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** _____