



This is a rental agreement between Harbour Heights Civic Association (Herein after known as *HHCA*) and \_\_\_\_\_ (Herein after known as *CLIENT*) for use of the rental facility.  
 (Please Print)

**CLIENT information:**

Name:	Event:	Event Date:
Address:	Telephone:	Alt Telephone:
City, State, Zip	Email:	# of Guests

This document confirms that the Harbour Heights Civic Association is holding the following dates and times:

Date:	Event Description:	Start Time:	End Time:	Rental Fee:
Deposit:	Liability Insurance:	Verification of Membership:		

**HHCA hours of Operation – 6:00 am - Midnight**

This document confirms that the Harbour Heights Civic Association is holding the following dates and times: (Tax Rate 6.5% effective 1/01/2020)

Initial Rental	Tax	Membership Deposit	Total	Start Time	End Time
4 hours - \$350.00	\$22.75	\$20.00	\$200.00		
6 hours - \$450.00	\$29.25	\$20.00	\$200.00		
8 hours - \$550.00	\$37.75	\$20.00	\$200.00		
All day - \$650.00	\$42.25	\$20.00	\$200.00		

**General Limitations**

- A. Each event will be approved for specific hours. It is the responsibility of the *CLIENT* to cooperate with *HHCA* staff in maintaining this schedule.
- B. *HHCA* staff reserves the right to deny use or the continued use of its facilities to any person or organization not complying with Event Center policy and procedures.
- C. The *CLIENT* is held responsible for all party members and their guests.
- D. Smoking is **NOT ALLOWED** anywhere inside the event center building. Smoking is only permitted outside in designated areas.
- E. No event will be scheduled on the event calendar until the "User Agreement" is signed by the person or organization requesting use of the event center/space and also signed by *HHCA* staff.
- F. By signing the "User Agreement" form, the *CLIENT* shall indemnify and hold harmless *HHCA* and its staff against any and all damages, claims and or liability due to personal injury or death, or damages to the property of others, arising out of its use of the event center.
- G. The *CLIENT* assumes all responsibility in cleaning the facility after use. In the event the *CLIENT* fails to satisfactory clean the facility, the *CLIENT* agrees to forfeiture of the deposit provided.
- H. Alcohol may only be served to those 21 years of age and older. Event center users may not sell or permit the sale of liquor in the hall or immediate grounds.
- I. No nails, tape or staples may be used to hang decorations on the event center halls

\_\_\_\_\_  
*Client* Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
*HHCA* Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

### User Agreement

The *Client* must read and initial next to each item below prior to signing the User Agreement form.

A.	The <i>HHCA</i> event center is a <b>NON-SMOKING FACILITY</b> . No smoking is not allowed anywhere inside the building.	(initials)
B.	Alcohol may only be served to those 21 years of age and older. <i>HHCA</i> Event center users may <b>not sell or permit the sale</b> of alcohol in the hall or immediate grounds.	(initials)
C.	Use of the event center is limited to the time period stated in this agreement. This includes time for setup and clean up. The event center <b><u>MUST BE CLEANED AND VACATED BY MIDNIGHT.</u></b>	(initials)
D.	The event center must never remain unlocked while unattended.	(initials)
E.	Parking is permitted on three sides of the building; Front, Back, and on the County Park side. Parking is <b>NOT ALLOWED</b> on the boat ramp side of the building.	(initials)
F.	Fire extinguishers are located at each door exit. 911 should be contacted in case of emergencies.	(initials)
G.	A first aid kit is located on the shelf in the store room off of the kitchen. 911 should be contacted in case of emergencies.	(initials)
H.	Air Conditioner should be turned off at the end of the event.	(initials)
I.	Kitchen and its contents must be cleaned after use and returned to their proper place.	(initials)
J.	Sound levels must <b>NOT</b> exceed 50 DBA after 10:00 PM.	(initials)
K.	All trash must be removed from the event center after use.	(initials)
L.	No nails, tape or staples may be used to hang decorations on the event center halls.	(initials)
M.	All personal belongings must be removed at the end of the scheduled event. <i>HHCA</i> accepts no responsibility or liability for any <i>CLIENT</i> items left behind.	(initials)
N.	The event center outside surroundings must be left in good condition after use.	(initials)
O.	Tables should be placed back in their holders and placed in the storage room provided.	(initials)
P.	Chairs should be stacked <b>NO HIGHER THAN 8 HIGH</b> and placed in the storage room provided.	(initials)
Q.	Floor must be swept and mopped and left in the same condition as you accepted it	(initials)
R.	When leaving the building, turn OFF all lights and fans, ensure the A/C is placed on OFF, ensure all back doors are closed and locked, leave the building and lock the front door. Place keys in the blue mailbox next to the front door.	(initials)

Modifications agreed upon between the *Client* and *HHCA* representative (if any) to this agreement:

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**NON-COMPLIANCE OF ANY OF THE ABOVE TERMS AND CONDITIONS WILL BE CAUSE FOR FORFEITURE OF THE DEPOSIT.**

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*Client* Signature

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Date

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Print Name

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*HHCA* Staff Signature

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Date

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Print Name

## HHCA Event Center Cleaning Checklist

- \_\_\_\_\_ Air Conditioning – Turn the A/C unit switches to “OFF”
- \_\_\_\_\_ Kitchen appliances, sinks, utensils, pots and pans, etc. are clean and returned to their proper place
- \_\_\_\_\_ The HHCA event center and surrounding areas are left in good condition and litter free (All trash must be bagged and in outside receptacles provided. If you acquire access trash, please remove from the buildings and grounds area).
- \_\_\_\_\_ Tables and chairs are stacked and placed in the storage room provided. **Chairs should only be stacked 8 high.**
- \_\_\_\_\_ Tablecloths and chair covers should be placed in the provided bin
- \_\_\_\_\_ Floor must be swept and mopped. Cleaning tools and solvents are provided (main hall, kitchen, bathrooms, etc.).
- \_\_\_\_\_ Turn off all lights and fans
- \_\_\_\_\_ Back doors securely closed and locked
- \_\_\_\_\_ Lock the front door
- \_\_\_\_\_ Drop the key in the blue mailbox provided

**NON-COMPLIANCE OF ANY OF THE ABOVE TERMS AND CONDITIONS WILL BE CAUSE FOR FORFEITURE OF THE DEPOSIT.**



Name: \_\_\_\_\_

Balance Due: \_\_\_\_\_

(due fifteen (15) days before the event)

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

**Checklist:** 125 person maximum – Hall dimensions: 51 X 37 – Stage: 16 X 6 – Tables 13 – 8 X 2 ½  
 Tables 3 – 6 X 2 ½ - 4 large – 60” – 2 small – 45” – Chairs - 130

Signed contract:


Table Clothes

**Estimated cost:**

Rental fee:

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Deposit:

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Setup time:

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Insurance:

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Other:

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**Payments:**

Date:

Amount:

Balance:


\*\*\*\* The above information is an estimate only until all details are finalized. Chair covers and table clothes rented must be returned in the bin provided. More details can be obtained by contacting HHCA staff at 941-629-2313. In the event the *client* fails to satisfactorily clean the facility, the *client* agrees to a cost of cleaning of **\$100.00 per hour at a minimum of two (2) hours** \*\*\*\*

\_\_\_\_\_  
 Client Signature

\_\_\_\_\_  
 HHCA Staff signature



## Special Event Liability Insurance

It is a good idea to purchase your special event insurance as soon as you start making deposits or purchases for your event. There may also be restrictions on when you can purchase coverage — often no later than two weeks before your event but no sooner than two years prior. We recommend purchasing your coverage at: <https://www.theeventhelper.com/> as they are normally cheaper than other options available to you.

Items you will need to know:

- Total number of Attendance
- Type of event
- Total number of days (must include time for setup/cleanup)
- Will Liquor be present

**General liability insurance** is used to protect the insured involved in the event, against property damage or bodily injury caused by agents or employees of the insured. Harbour Heights Civic Association requires special event insurance of no less than one million dollars (1,000,000,000) and to be included on the policy as additional insured as listed below (name of Certificate Holder):

*“The Harbour Heights Civic Association  
located at 2530 Harbour Drive, Punta  
Gorda, Florida 33983, including its Officers,  
Board of Directors, Employees, Members  
and all Civic Association Volunteers”*

**Liquor liability insurance** This coverage is used to provide protection in the case of alcohol being erroneously furnished to a minor, or any statute, ordinance, or regulation relating to the sale, gift, distribution, or use of alcoholic beverages.

**Cancellation insurance** is used to protect you in the case of cancellation due to unforeseen circumstances such as foul weather, or a vendor such as the photographer or caterer doesn't show. This usually covers the loss of deposits and costs already paid in advance.