



# PARKS EDGE

PROPERTY OWNERS' ASSOCIATION, INC.

3201 SW Landale Blvd

Port St Lucie, FL 34953

772-336-7525

parksedgepoa@gmail.com

www.parksedge.org

## BANQUET HALL RENTAL AGREEMENT

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

Date of Event: \_\_\_\_\_

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

Rental From: \_\_\_\_\_ To: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

Number Attending: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Alcohol Being Served? Yes \_\_\_\_\_ No \_\_\_\_\_

1. To receive Homeowner/Tenant discounted price, you must show proof of ownership/lease and be in good standing (Assessments paid, no violations, etc.)
2. Fees may vary for Friday events. No fees may be waived without Board approval
3. Non-residents must provide general liability insurance for the day of event
4. Homeowners must provide a copy of current homeowner's insurance
5. Parties over 80 guests must have a second supervisor present
6. The hours reserved include your set up time and clean up time
7. Banquet Hall closes at midnight; all events must end prior to midnight to allow time for cleanup

Hall Rental 5 Hour Min.	Homeowner of Parks Edge POA	Parks Edge Tenant	Non-Resident of Parks Edge POA
5 Hour Rental	\$350.00	\$575.00	\$900.00
Each Additional Hr.	\$75.00	\$100.00	\$150.00
Second Supervisor	\$125.00	\$150.00	\$200.00
Security Deposit	\$200.00	\$250.00	\$300.00

### CONTRACTED RENTAL TOTALS

Security Deposit: \$ \_\_\_\_\_ Check Number: \_\_\_\_\_ Invoice Number: \_\_\_\_\_

Hall Rental: \$ \_\_\_\_\_ Additional Hr: \$ \_\_\_\_\_ Total for Hall: \$ \_\_\_\_\_

Second Supervisor: \$ \_\_\_\_\_ Total for both Hall & Second Supervisor: \$ \_\_\_\_\_

**\*\*Security Deposit is required to reserve date.**

**\*\*Total rent fee is due two (2) weeks prior to scheduled event.**



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## RENTAL TERMS

I, the undersigned, in applying for the Banquet Hall Rental located at Parks Edge Property Owners' Association, 3201 SW Landale Blvd, Port St Lucie, FL 34953, do hereby agree and subscribe to the following conditions:

1. This rental agreement is for the rental of the Parks Edge Recreation Center Banquet Hall located at 3201 SW Landale Blvd, Port St Lucie, FL 34953. Rentals are accepted for one-time special events only and are not available for the operations of a business. The Board of Directors reserves the right to refuse a request based upon the usage of the rental property.
2. Fees quoted include the use of the Hall, restrooms, and kitchen facilities only; congregating in the lobby is not permitted. Kitchen use is reserved for warming up service only, **NO COOKING**. Rental also includes tables, chairs as needed and available for the event, and the use of the sound system in the Hall. **Only the on-site supervisor may adjust the sound system and air conditioning.** Rental does not include Parks Edge tablecloths, coffee pots, consumable goods, or utensils.
3. Decorations are permitted, provided no nails are driven into the walls or ceilings. No glue is permitted in putting up decorations and nothing may be attached or tied to ceiling fans or disco ball light. **NO CONFETTI, NO GLITTER, NO DUCT TAPE.** Scotch tape and push pins (thumb tacks) are the only acceptable form of attaching decorations to the walls. No decorations are permitted that can result in property damage.
4. Lessee agrees to take care of all furnishings and equipment, leaving them clean and undamaged. Any breakage or destruction of property will be assessed at its current replacement value, plus installation costs if applicable.
5. **For parties over 80 people, a second supervisor is required.** Hall Supervisors are **NOT** responsible for any cleaning before, during or after the event. Upon termination of rental hours, the lessee will ensure that the conditions listed on the lessee's checklist have all been met to the satisfaction of the Hall Supervisor. Any deficiencies will be noted and result in the forfeiture of the security deposit. **NOTE: Rental time begins with the decorating and ends when the cleaning is complete.**
6. Per St Lucie County Fire Marshall, **maximum occupancy for the Banquet Hall is 153 people.** Lessee agrees not to exceed this occupancy limit or forfeit their deposit. The Supervisor has the right to refuse entrance to guests after maximum guest capacity has been reached.
7. Children are the direct responsibility of the attendees and are not to be left unattended throughout the duration of the rental agreement/event. Children should not be in areas such as the lobby, the bathrooms, or the front terrace without proper supervision. Any damage incurred by unattended children will result in the forfeiture of the security deposit.
8. **THE POOL AND POOL AREA ARE OFF LIMITS TO ALL EVENT ATTENDEES.**
9. A refundable security deposit of \$\_\_\_\_\_ shall be payable to Parks Edge POA to reserve the room. Cancellations must be made 30 days prior to the event to receive deposit back. Under 30 days' notice, lessee will forfeit their security deposit. Any breach in this contract will also result in the forfeiture of the security deposit.
10. Rental Fees (Hall & Supervisor) totaling \$\_\_\_\_\_ shall be paid in full at least two (2) weeks prior to event. Proof of insurance is also due at this time.

**Signature of Lessee indicates the understanding of and agrees to comply with the above terms without exception.**

\_\_\_\_\_  
Lessee Printed Name

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parks Edge Representative Printed Name

\_\_\_\_\_  
Parks Edge Representative Signature

\_\_\_\_\_  
Date