



# Parks Edge

PROPERTY OWNERS' ASSN., INC.

3201 SW Landale Blvd.  
Port St. Lucie, FL 34953

Phone: 772.336.1525  
Fax: 772.336.3605  
www.ParksEdge.org  
ParksEdgePOA@gmail.com

## CONFERENCE ROOM 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 Severed? Yes \_\_\_ No \_\_\_

1. To receive homeowners/tenants discounted price, you must show proof of ownership/lease and be in good standing; (i.e., assessments paid, no violations, etc.).
2. 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 current copy of their homeowner's insurance.
5. All events must have a supervisor in attendance unless board approved otherwise.

Conference Room 5 hr. Minimum	Homeowner	Homeowner with Community Group	Parks Edge Tenants	Non Resident of Parks Edge POA
5 Hour Rental	\$62.50	\$100.00	\$125.00	\$200.00
Each Additional Hr	\$12.50	\$17.50	\$22.50	\$30.00
5 Hr. Supervisor	\$80.00	\$80.00	\$80.00	\$80.00
Additional Sup. Hr.	\$16.00	\$16.00	\$16.00	\$16.00
Security Deposit	\$250.00	\$250.00	\$250.00	\$250.00

\*\*Hours and rates include your setup time and cleanup time

The Conference room closes at midnight\*\*

## CONTRACTED RENTAL TOTALS

Security Deposit: \$ \_\_\_\_\_ Room Rental: \$ \_\_\_\_\_ Supervisor: \$ \_\_\_\_\_

Date Paid: \$ \_\_\_\_\_ Add'l Hrs : \$ \_\_\_\_\_ Add'l Hrs. \$ \_\_\_\_\_

Check #: \$ \_\_\_\_\_ Total Room: \$ \_\_\_\_\_ Total Super: \$ \_\_\_\_\_

Invoice #: \$ \_\_\_\_\_ Total for Conference Room & Supervisor: \$ \_\_\_\_\_

Security Deposit Required to Secure Date. Total Rental Fee due two (2) weeks prior to event

## RENTAL TERMS

**I, the undersigned, in applying for the rental of the Parks Edge Property Owners' Association Conference Room located at 3201 NW Landale Blvd., Port Saint Lucie, FL, 34953 do hereby agree and subscribe to the following conditions:**

1. This rental agreement is for the rental of the Conference room in the Parks Edge Recreation Center located at 3201 SE 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 Conference Room and restrooms. Rental also includes tables, chairs as needed. Rental does **not** include the use of Parks Edge tablecloths, coffee pots, consumable goods, utensils. **Rental Does not include use of kitchen.**
3. Decorations are permitted, provided no nails are driven into the walls or ceilings, no glue is permitted in putting up decorations and **NO GLITTER, NO CONFETTI** and **NO DUCT TAPE** may be used. Scotch tape and push pins (thumb tacks) are the only form of attaching decorations to the walls. No other decorations are permitted that can result in property damage.
4. Lessee agrees to take care of all furnishing 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. Hall Supervisor is **NOT** responsible for any cleaning before, during or after the event. Upon termination of rental hours, lessee will ensure that conditions listed on the lessee's checklist have been met to the satisfaction of the hall supervisor. Any deficiencies will be noted and may result in the forfeiture of the security deposit. **NOTE: Rental time begins with the decorating and ends when the cleaning is complete. Conference Room closes at midnight.**
6. Per St. Lucie County Fire Marshall, maximum occupancy for the Conference room is 50 people. Lessee agrees not to exceed this occupancy limit or forfeit deposit. Supervisor has the right to refuse entrance to guests after maximum guest capacity has been reached.
7. **The POOL and POOL AREA are OFF LIMITS TO ALL EVENT ATTENDEES.**
8. A refundable security deposit of \$\_\_\_\_\_ shall be payable to Parks Edge POA to secure the room. Cancellations must be given 30 days prior to 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.
9. Rental Fees (Room & Supervisor) totaling \$ \_\_\_\_\_ shall be paid in full at least 2 weeks prior to event. Proof of insurance is due at this time also.

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

\_\_\_\_\_  
Lessees Printed Name

\_\_\_\_\_  
Lessees Signature

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date