



# Parks Edge

PROPERTY OWNERS' ASSN., INC.

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

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## 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 Severed? Yes \_\_\_ No \_\_\_

1. To receive Homeowners/Tenants discounted price, you must show proof of ownership/lease and be in good standing. (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 copy of current homeowners insurance.
5. Parties over 80 guests must have two (2) supervisors.

Hall Rental 5 hr. Minimum	Homeowner	Homeowner with Community Group	Parks Edge Tenants	Non Resident of Parks Edge POA
5 Hour Rental	\$200.00	\$300.00	\$375.00	\$575.00
Each Additional Hr	\$40.00	\$60.00	\$75.00	\$100.00
5 Hr. Supervisor	\$80.00	\$80.00	\$80.00	\$80.00
Additional Sup. Hr.	\$20.00	\$20.00	\$20.00	\$20.00
Security Deposit	\$250.00	\$250.00	\$250.00	\$300.00

\*\*Hours and rates include your setup time and cleanup time      The Banquet Hall closes at midnight\*\*

### CONTRACTED RENTAL TOTALS

Security Deposit: \$ \_\_\_\_\_ Hall Rental: \$ \_\_\_\_\_ Supervisor: \$ \_\_\_\_\_  
 Date Paid: \$ \_\_\_\_\_ Add'l Hrs. \$ \_\_\_\_\_ Add'l Hrs. \$ \_\_\_\_\_  
 Check #: \_\_\_\_\_ Total for Hall: \$ \_\_\_\_\_ Total Super: \$ \_\_\_\_\_  
 Invoice #: \_\_\_\_\_ Total for Both Hall and Supervisor: \$ \_\_\_\_\_

Security Deposit Required to Secure date. Total rent fee due 2 (two) weeks prior to scheduled event

**RENTAL TERMS**

**I, the undersigned, in applying for the Banquet Hall Rental located at Parks Edge Property Owners' Association, 3201 SE 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 Parks Edge Recreation Center Banquet Hall 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 for rental based upon the usage of the rental property.
2. Fees quoted include the use of the Hall, restrooms and kitchen facilities only. Kitchen use is reserved for warming up service only. **NO COOKING.** Rental also includes tables, chairs as needed and available for the event, also the use of the sound system in the Hall. **Only the on sight supervisor may adjust the sound system and air conditioning.** Rental does **not** include Parks Edge tablecloths, coffee pots, consumable goods, 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 around ceiling fans or disco ball light. **NO CONFETTI, NO GLITTER, 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. **For parties over 80 people, two Hall Supervisors are required.** 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 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 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 (Hall & Supervisor) totaling \$ \_\_\_\_\_ shall be paid in full at least 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.**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parks Edge Representative Printed name

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

\_\_\_\_\_  
Date