

# Sunset Beach Community Association (“SBCA”) Lot & Community Building Facility Use Application & Rental Agreement

## Application for Facility use. Please type or print neatly.

Name:	Organization:
Address:	Home: (    ) Cell: (    )
City: State:                      Zip:	Sunset Beach Resident Sponsor:
Email:	

## Event Information

Type of Activity: \_\_\_\_\_ Will alcohol be served? (Beer & Wine Only) Yes  No

Will food/beverages be served? Yes  No  Kitchen Requested? Yes  No  Fundraising Event? Yes  No

Equipment Requested? Tables  Chairs

Additional equipment you will provide: \_\_\_\_\_

DJ? Yes  No  Company: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Live Band? Yes  No  If yes, Special Event Permit Application is required from the SBCA Board.

Caterer? Yes  No  Company: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Please provide a detailed description of your event:

Requested Facility/Room	Anticipated Head Count	Date	Time In AM/PM	Time Out AM/PM	For Office Use Only	
					Total Hours X (Rate + Staff)	Subtotal
Community Building						
Community Lot						
<b>Please See Rental Fee Schedule on Page 3</b>						
<b>Payment Information</b>					Security Deposit	
Check <input type="checkbox"/> #: _____					Security Guard	
Remaining Balance: _____ Due Date: _____ Rcvd By: _____						
Application: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Reason: _____					<b>Total Fee</b>	

**Applicant: Please review, initial and sign all pages of Agreement.**

\_\_\_\_\_  
Renter's Initials

# Sunset Beach Community Association, Community Lot and Community Building

## Rules and Regulations

- All events must be approved by the SBCA
- All events require a signed rental agreement, a \$1,000,000 liability insurance policy naming The Sunset Beach Community Association as additional insured. (See sample on website.) Applicant must also sign the Indemnity on page 3.
- Security will be provided for all events that serve alcoholic beverages. Security guard shall be paid directly by renter.
- Rental hours and security guard hours that are above pre-paid amounts shall be deducted from the Security Deposit.
- No alcoholic beverages will be **SOLD**.
- Drunken and rowdy behavior will not be tolerated and violators shall be subject to arrest.
- Amplified music is not permitted without prior approval of SBCA Board.
- Decorations, banners and sunshades will not be secured to walls, trellis or other surfaces by nails or screws.
- All events must end by 8:00 PM.
- Premises shall be cleaned and all trash shall be removed under the terms of the rental agreement.
- No smoking is permitted in the Community Lot or Community Building (former fire station).
- To rent the Community Lot or Community Building, the applicant must be a resident or business owner in Sunset Beach, or be sponsored by a resident or business owner.
- Sponsors will be required to co-sign the Rental Agreement and be present at the entire event.
- Groups of more than 100 people will be required to provide portable restrooms adequate to meet occupancy limits.
- All TRASH shall be collected and placed in the LARGE GRAY CONTAINERS. All RECYCLABLES (glass, plastics, cans, paper, cardboard, etc) will be placed in the LARGE BLUE CONTAINERS. If the event is on a Thursday or Sunday, please place the containers outside the Community Lot fence on 12th street.
- Wipe chairs and tables clean after use and replace in the Community Center.
- The lot will be swept and cleaned after the event. NO CONFETTI PLEASE!
- If the kitchen is used, it will be cleaned including the counters, sink, stove and floor.
- Ensure all lights are turned off after the event and the gates, kitchen and bathroom. If the stove is used, make sure the gas is turned off after use.
- Applicant agrees to vacate the premises no later than 9 PM on the date of rental.
- Renter will assume responsibility for their event and will ensure attendees stay within the Community Center Lot during the event or program.

---

Renter's Initials

## Sunset Beach Community Association

<u>Rental Fee Schedule</u>	<u>Adult Events (A)</u>	<u>Children's Events* (A)</u>
Community Lot Only	\$100.00 per hour	\$50.00 per hour
Community Building Only	\$100.00 per hour	\$50.00 per hour
Both Lot & Building	\$150.00 per hour	\$75.00 per hour
		<i>*Children = 12 yrs and younger</i>
 <u>Security Deposit</u>	 <u>Adult Events</u>	 <u>Children's Events*</u>
Community Lot Only	\$250.00	\$100.00
Community Building Only	\$500.00	\$200.00
Both Lot & Building	\$750.00	\$300.00

(A) Minimum is two hours for any event.

I, \_\_\_\_\_ individually and / or on behalf of the named organization, agrees to defend, indemnify and hold harmless the Sunset Beach Community Association ("SBCA") and its officers, employees, and agents harmless and free from any liability of any nature, including but not limited to liability for damage or injury to any persons or property costs and attorney's fees arising out of or in connection with the use of its recreational facilities regardless of whether the SBCA was actively or passively negligent, either solely or contributory in connection with such liability. I, the undersigned, do hereby agree that we will abide by the policies governing the use of this facility and I will be responsible for any damages to the facility, furniture, or equipment caused by the occupancy of our organization to the premises.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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