

Tatum Ranch



COMMUNITY CENTER RENTAL AGREEMENT

USAGE / RENTAL OF ANY OF THE TRCA FACILITIES BY RESIDENTS IS AVAILABLE ONLY TO RESIDENTS IN GOOD STANDING

Tatum Ranch Community Association
29811 N. Tatum Blvd., Cave Creek, AZ 85331
Phone: 480-473-1763 Fax: 480-473-1912

Today's Date: _____ Purpose of Function: _____

Renter Name: _____ Number of Guests: _____

Address: _____ Date of Rental: _____

Home Phone: _____ Cell Phone: _____ Time: _____ to _____

Work Phone: _____ E-Mail: _____

Security Deposit: \$250.00* (Refundable)

Date Paid: ____/____/____ ck# _____

A deposit is required to hold the room. Our cancellation policy states that when cancelling within thirty (30) days out you will forfeit 50% of your deposit (\$125.00), and within seven (7) days out you will forfeit 100% of your deposit (\$250.00).

Rental payment and room arrangement is due in full 7 days in advance of event.

Member

Room Rental Fee: \$350.00 (4 hours)

Each Additional Hour: \$100.00 _____

Non-Member

Room Rental Fee: \$500.00 (4 hours)

Each Additional Hour: \$150.00 _____

Linen Usage: Cleaning fee \$20.00 each

**TATUM RANCH COMMUNITY CENTER
RENTAL AGREEMENT**

Payment Amount \$ _____ Date Paid ____/____/____ Ck # _____

Remaining Balance: \$ _____

Payment Amount \$ _____ Date Paid ____/____/____ Ck # _____

**Rental Time Breakdown:
4 HOUR RENTAL TIME PERIOD INCLUDES
SET-UP AND CLEAN UP**

Set-Up Time: From _____ am/pm to _____ am/pm

Actual Time of Event: From _____ am/pm to _____ am/pm

Clean-Up Time: From _____ am/pm to _____ am/pm

The arrival time listed on this page is the time for all service providers including deliveries, florists, decorators, musicians/DJ and caterers to arrive as well. Please be specific with them regarding time.

Upon rental of the Tatum Ranch Community Center facility, you are entitled to use the following at no charge.

- Twelve (12) round (60 inch) tables with eight (8) chairs each for **indoor use only**
- Four (4) 6-foot rectangle tables for buffet use
- Eight (8) round tables with four (4) chairs each for **outdoor use only**
- Full-service kitchen facility

Orientation Tour

Upon your arrival on the day of your event, a member of the TRCA Community Room Staff will walk you through a mandatory orientation of the facility. This tour is conducted for your knowledge and safety. Please bring a ladder for your use; due to safety reasons do not use a chair when decorating. If any equipment is broken during your event, the renter will be charged for the repair or replacement. Please remove all decorations (especially balloons) from the premises directly following the event. Please arrive 15 minutes before your rental time begins.

Parking

There are 72 parking spaces for you to utilize for your event.

Attendees

It is the responsibility of the Renter to be sure that at no time there is more than **84** attendees inside the Community Center at one time or that the total number of guests inside and out exceeds **84** attendees.

Artwork and Holiday Decorations

Artwork and holiday decorations must remain in place at all times.

Set-Up

Renter must fill out a floor plan for room arrangement set-up to be received **7 days prior** to the event. TRCA community room staff will set up the association furniture in the room/patio accordingly. Per the completed floor plan, room set up is final and no changes will be made once furniture is set up.

Kitchen

TRCA has a kitchen with an oven/stove, refrigerator, and microwave. **TRCA does not provide ovenware, china, silverware, glassware, table linens unless otherwise arranged or bar set-up.** TRCA will provide trash bags for your use. The kitchen needs to be left in the same condition as Renter found it prior to the start of the event. **Renters must provide their own ice for the event.**

Do you plan to use the kitchen at your event? Yes _____ No _____

Audio Equipment

Audio equipment is available for use during the event. Arrangements for the use of this equipment must be made prior to the day of the event.

Golf Course

We are not affiliated with the golf course; they are a separate entity. Renters are responsible for keeping their guests off the golf course property. The golf course forbids any photographs taken on their property. If you have any questions, you can contact the golf course directly at (480)-585-2399.

Firearms

Establishment does not allow any form of firearms or weapons on the premises.

Cleanup

The renter is responsible for removing all decorations from the room, bagging garbage and carrying it to the dumpster, wiping off messy tables, counters and the stove/microwave. If the room is not cleaned and there is excessive cleanup, you will forfeit your security deposit.

TATUM RANCH COMMUNITY CENTER ALCOHOL AGREEMENT

Will alcohol be served at the event? Yes _____ No _____

Alcohol **If so, the following are required as specific conditions of this Rental Agreement:**

- **An off-duty Police Officer or a licensed, insured and bonded security officer will be required for any event serving alcohol that has over fifty (50) people in attendance (effective 11-17-10). You may call Phoenix Police/Off Duty Coordinator to schedule an Officer for your event at 602-262-7323. If you select this method, we require confirmation 7 days prior to the event.**

OR

- **I will obtain from an insurance carrier and provide to the Tatum Ranch Community Association a Certificate of Insurance which includes Comprehensive General Liability insurance and Host Liquor Liability insurance with minimum coverages of One Million Dollars and names the Tatum Ranch Community Association as an Additional Insured under the insurance coverages.**
- **We recommend that you obtain this insurance through your own insurance broker. You must provide a copy of the face sheet of the policy 7 days prior to the rental date. TRCA reserves the right to cancel the event if proof of insurance is submitted after the 7-day period. TRCA is aware of online insurance that you can obtain from two sources:**
 - **Wedsafe.com**
 - **Theeventhelper.com**
- **Prices range from \$105 per event to \$275 per event.**

OR

- **You may hire a licensed Bartender for every 50 people in attendance.**

- **I will ensure that the service of all alcohol or spirituous liquor is in compliance with State Law.**
- **No alcohol may be served to minors.**
- **The Tatum Ranch Community Association, its Board members, officers, employees, personnel and representatives are not responsible for the service or consumption of alcoholic beverages or spirituous liquor at the event and are not responsible for monitoring or supervising the service or consumption of alcoholic beverages at the event or the conduct or actions of persons at the event.**

Initial

Minors

Events with children under the age of 18 require one adult chaperone for every six (6) minor children in attendance.

Responsibility for Losses

The individual renting the Community Center is personally responsible for the proper conduct of all guests and must be present and supervising the function at all times. **To the fullest extent permitted by law, I agree to protect, indemnify, defend, and hold harmless Tatum Ranch Community Association, its Board members, officers, employees, personnel and its representatives from any and all claims, liabilities, damages, losses, actions or causes of action, attorneys' fees, costs, and expenses arising from (1) the use or rental of the Tatum Ranch Community Center (including personal injuries, property damage, and wrongful death) and/or (2) the conduct, behavior, acts or omissions of all persons attending the event, except that I will not be responsible for damages or losses caused by the sole negligence of the Tatum Ranch Community Association or its personnel.**

Initial

I accept responsibility for my guests' actions, during and arising from this function. Also, I agree that my security deposit of \$250.00 may be used in whole or part to compensate for repair or damages. If repair or damages or necessary replacement of property exceeds the security deposit, I agree to compensate TRCA upon demand in the amount deemed necessary by TRCA. **Any violation of this Agreement can result in suspension of facility privileges and breach of contract remedies.**

Initial

I hereby certify that I will use the Community Room for my personal party only and that I will be present throughout the party. **I understand that failure to comply with the foregoing rules shall result in withdrawal of the Community Center privileges for a period of time to be specified by the Board of Directors and forfeiture of part or all of the security deposit.**

Initial

The Association will pursue collection of any amounts due through any and all means available.

Initial

**TATUM RANCH COMMUNITY CENTER
RENTAL AGREEMENT**

- Deposit is required to hold the room.
- Cancellation policy:
 - When cancelling your event within thirty (30) days out you will forfeit 50% of your deposit (\$125.00).
 - When cancelling your event within seven (7) days out you will forfeit 100% of your deposit (\$250.00).
- Linens are 100% refundable if an event is cancelled and linens are not used.

Initial

Tatum Ranch Community Association reserves the right to limit proposed rentals to those rentals compatible with our facility.

I have read the TRCA requirements and rental agreement and agree to abide by all its conditions.

Renter's Signature _____ **Date** _____

TRCA Rep's Signature _____

TATUM RANCH COMMUNITY CENTER EVENT EQUIPMENT LIST

For the renter of the Community Center:

The renter is responsible for providing the following:

- Cooler(s)
- Glassware
- Plates, Bowls, Cups and Saucers
- Serving Plates, Bowls and Trays
- Silverware and Serving Pieces
- Coffee Pots
- Tea Kettle
- Pots and Pans
- Hot Pads
- Food
- Condiments
- Coffee and Tea
- Beverages
- Table Linens *unless otherwise arranged* and Napkins
- Centerpieces (can only use dripless candles)
- Decorations
- Bar Set-up Corkscrew
- Extension Cord(s)

CLEANING UP AFTER THE FUNCTION: The renter is responsible for removing all decorations from the room, bagging garbage and carrying it to the dumpster, wiping off messy tables, counters and the stove/microwave. We provide cleaning supplies found under the kitchen sink. When done cleaning, please put them back so they are available for the next renter. Room(s) should be left as you found it upon first entering.

**We do provide 2 large trash receptacles and trash bags.
Bags can be found in the Utility room.**

Signature of Renter

Date