

# CLUB HOUSE BUILDING RENTAL AGREEMENT

17869 NW Pioneer Settlement Rd. Blountstown, Fl. 32424 850-674-2777

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

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

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

Alternate phone: \_\_\_\_\_

Function: \_\_\_\_\_

Number of people attending: \_\_\_\_\_

Rental Date: \_\_\_\_\_

Event start time \_\_\_ CT Non-event start time \_\_\_ CT

Event end time \_\_\_ CT Non-Event end time \_\_\_ CT

**One hour before and one hour after are included in the rental price for set-up and clean-up only. If additional non-event hours are needed for set-up, clean-up, decorating, etc., they must be scheduled.**

***Table layout: Please keep in mind that the Clubhouse seats a maximum 80 people comfortably, with ten 60 in. round tables and two 8 ft. tables for food.***

Special Instructions: \_\_\_\_\_

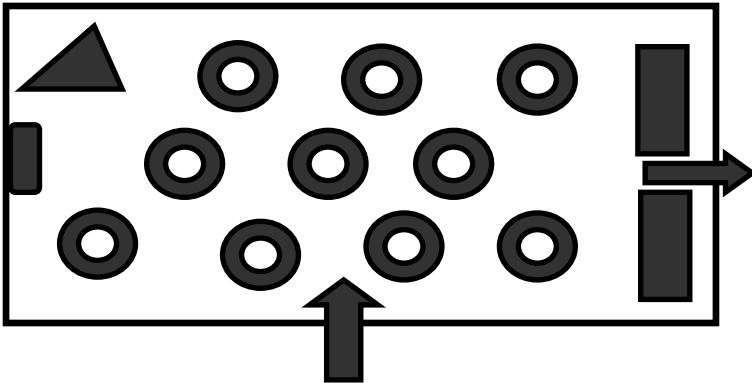
Stove: \_\_\_\_\_

Tablecloths: \_\_\_\_\_

Renter will clean after: \_\_\_ Yes \_\_\_ No

Chair and Table arrangement:  
 \_\_\_\_\_

Additional:  
 \_\_\_\_\_



The Security Deposit will reserve the building for your event. It is a separate payment and will be refunded after the event, provided everything is returned to the original set-up, no damages to property, and trash is removed from the Settlement. Dumpsters are located in Sam Atkins Park for your convenience.

**The Deposit may be used if you choose to leave the clean-up to staff. This must be noted on agreement prior to the event.**

Payment received: Date: \_\_\_\_\_ By: \_\_\_\_\_

Cash \_\_\_ Check # \_\_\_ Credit card: \_\_\_\_\_

Refund received : Date: \_\_\_\_\_ By: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Security Deposit Fee (non-taxable) \$150</b>	
# of Event Hours ___ x \$75	
# of additional non-event hrs. ___ x \$20	
# of table cloths ___ x \$6	
Sales tax @ 7.2%	
Subtotal:	
Balance Due: payable by _____	

**I have read the information provided to me and I understand my responsibility as a renter.**

Signature: \_\_\_\_\_

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*Thank you for choosing the Panhandle Pioneer Settlement for your event. We hope you enjoy your time with us.*

RESERVATION: Your reservation is secured when a **deposit of \$150** is received. This fee is refundable upon compliance with regulations. The **remaining balance is due 7 days prior** to the event date.,  
\_\_\_\_\_ (initial)

RENTAL FEES: Clubhouse **\$75 per EVENT hour**. This is the time you will be entertaining guests, eating, etc.  
\_\_\_\_\_ (Initial) This **fee includes one hour before for set-up and one hour after for clean-up**.

Additional set-up/clean-up **NON-EVENT hours are \$20 per hour**. This is for event preparation and clean-up, and cannot be used for your event hours. Additional hours needed must be scheduled when rental agreement is completed.

If additional hours for set-up are requested on days other than your event, regular rental rates will apply.

DECORATION GUIDELINES: NO REMOVAL OF ITEMS FROM WALLS, MANTELS, OR PIANO; NO FIRESCREEN REMOVAL, NO CHAIR REMOVAL, NO TABLE REMOVAL. THIS IS MANDATORY AND WILL NOT CHANGE. **IF ITEMS ARE FOUND TO BE MOVED, YOU MAY FORFEIT YOUR SECURITY DEPOSIT.**

\_\_\_\_\_ (Initial) **No nails or abrasive adhesives** can be used to hang decorations. (Command strips work well.)

Use only **dripless candles** inside buildings, **tea lights** on outside porches. Renter assumes all liability of damages from candles, including damage from waxes, fire, or personal injury.

RENTERS CLEAN UP **Trash must gathered and taken off the Settlement premises.** Dumpsters are conveniently  
\_\_\_\_\_ (Initial) located in Sam Atkins Park in the picnic area with the blue roof.

Kitchen must be left clean. **Remember to collect what is yours!**

**Return anything that was moved to its original location.** Tables and chairs should not be moved without permission.

If **tablecloths** are rented, **leave them on the tables.** Otherwise, tables and chairs are wiped off.

Floors and rugs swept thoroughly.

PARKING Parking is allowed inside the Settlement. Please park perpendicular to the road in front of the  
\_\_\_\_\_ (Initial) clubhouse and the north side of the gym. **Handicapped parking** is located near the ramp to the gym. Vehicles may not go past the posted signs.

Special arrangements can be made for **transporting elderly and disabled**. Please discuss when rental agreement is completed.

ADDITIONAL INFORMATION: **DRUGS AND ALCOHOL ARE NOT PERMITTED ON THE SETTLEMENT GROUNDS**

\_\_\_\_\_ (Initial) Smoking is only allowed in the driveway of the Settlement. Use available ashtrays. Do not litter with cigarette butts.

The renter assumes responsibility for **monitoring all children**. Children may enter general store only with an adult.

**Dancing in** the clubhouse should be done only in **stocking feet**—please no shoes!

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**RENTER RESPONSIBILITY CHECKLIST**      **RENTAL DATE:** \_\_\_\_\_

## **KITCHEN:**

- \_\_\_\_\_ IF USING SETTLEMENT ITEMS, WASH, DRY AND PUT AWAY ALL DISHES, SILVERWARE, POTS AND PANS.
- \_\_\_\_\_ ALL COUNTERS, TABLES AND WORK AREAS ARE CLEAN.
- \_\_\_\_\_ DISH CLOTHES AND TOWELS ARE HUNG ON SINK TO DRY.
- \_\_\_\_\_ REFRIGERATOR AND MICROWAVE ARE CLEAN. ALL PERSONAL ITEMS ARE REMOVED. (CHECK INSIDE !)
- \_\_\_\_\_ COFFEE POT IS TURNED OFF AND UNPLUGGED; FILTER BASKET IS EMPTIED.
- \_\_\_\_\_ STOVE /OVEN IS TURNED OFF.

## **ALL AREAS OF BUILDING:**

- \_\_\_\_\_ IF USING TABLE CLOTHS, LEAVE ON TABLES FOR STAFF TO COLLECT.
- \_\_\_\_\_ ALL TABLES (IF NO TABLE CLOTHS) AND CHAIRS WIPED CLEAN, INCLUDING SIDES.
- \_\_\_\_\_ DECORATIONS ARE SAFELY REMOVED.
- \_\_\_\_\_ FLOORS AND RUGS ARE SWEEP—INCLUDE UNDER TABLES AND CHAIRS.
- \_\_\_\_\_ RETURN BROOM, DUST MOP AND MOP TO ORIGINAL AREA TO BE STORED.
- \_\_\_\_\_ ALL GARBARGE CANS ARE EMPTIED.
- \_\_\_\_\_ GARBAGE IS BAGGED AND TAKEN TO DUMPSTERS IN SAM ATKINS PARK.
- \_\_\_\_\_ ALL LIGHTS ARE TURNED OFF (INCLUDING OUTSIDE PORCH LIGHT) AND ALL DOORS CLOSED.

***PLEASE INITIAL ITEMS UPON COMPLETION AND***

***RETURN TO OFFICE FOR SECURITY DEPOSIT REFUND.***

OFFICE HOURS: MONDAY—FRIDAY    8AM—4PM    850-674-2777