



# Club House Building Rental Agreement

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

Address: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Non-event Start Time: \_\_\_\_\_

\_\_\_\_\_ Event End Time: \_\_\_\_\_ Non-event End Time: \_\_\_\_\_

Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

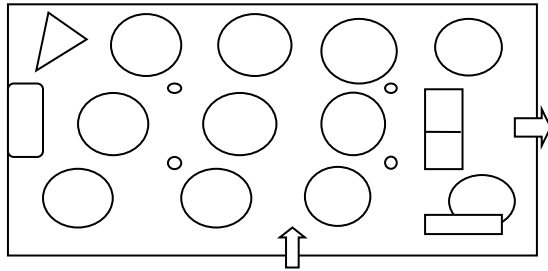
Function \_\_\_\_\_

Number of People: \_\_\_\_\_

Time should indicate EVENT start time only. One hour before & one hour after, are included in the rental price for set up & clean up only. If additional **NON-EVENT** hours are needed for set-up, clean-up, decorating, etc. they must be scheduled. **NON-EVENT HOURS CANNOT BE USED FOR EVENTS!**

**Table Lay Out:**

Please keep in mind that the Club House only  
 Seats 88 people comfortably, with 11 round tables &  
 Two - 8 foot tables for food.



**Special Instructions / Needs:**

STOVE: \_\_\_\_\_

TABLECLOTHES: \_\_\_\_\_

CLEAN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Deposit Fee:</b>	<b>\$150.00</b> (NON TAXABLE)
<b># of Event Hours</b> ____ x \$75.00:	
<b># of additional <u>non-event</u> hours</b> ____ x \$20.00:	
<b># of table clothes</b> ____ x \$6.00:	
+7.5% sales tax:	
Subtotal:	
<b>Balance Due:</b>	

**FOR WEDDINGS THE DEPOSIT IS NONREFUNDABLE.**

The deposit fee of \$150.00 is charged for staffs clean up. A refund will be issued if the renter satisfactory cleans up the facility. **Renters must notify the Settlement at time of agreement if they are going to clean up.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read the information provided to me in the previous page and understand my responsibility as renter.

Signature of Renter: \_\_\_\_\_ Date \_\_\_\_\_

Please sign and return to:

**By Fax**

850-674-2778  
 If faxing form, mail or  
 deliver deposit payment  
 as listed to the right

**By Mail**

PO Box 215  
 Blountstown, FL 32424

**In Person**

17869 NW Pioneer Settlement Rd  
 Blountstown, FL 32424  
 Inside Sam Atkins Park



## Club House Rental Agreement

Thank you for choosing the Panhandle Pioneer Settlement for your special event. We hope you enjoy your time with us. Please review the following regulations, complete our agreement and return with deposit.

**RESERVATIONS** A reservation is secured when a deposit of \$150.00 is received.

This fee is **refundable upon compliance** with regulations except for weddings.

\_\_\_\_\_ (initial) The remaining balance is due 14 days prior to the event date.

### **RENTAL FEES**

- Club House: \$75 per **EVENT** hour, with a 2 hour minimum (event hours are the hours you will be entertaining guest, eating, etc.)\* Add 7.5% sales tax. This rental fee includes event hours scheduled plus one hour before for set up and one hour after for cleanup.
- Addition set-up/clean-up **NON-EVENT** hours are \$20.00 per hour (these hours are for decorating, setting up food & cleaning up & **CANNOT** be used for your event hours). Additional hours needed must be scheduled at the time of rental agreement.
- If additional hours for set up are requested on days other than the event, regular rental rates will apply.

### **RENTAL HOURS**

- All renters must be out of the park by 9:30 pm, due to the gate at entrance of Sam Atkins Park being closed.

\_\_\_\_\_ (initial)

### **DECORATION GUIDELINES**

- **No nails or abrasive adhesives** can be used to hang decorations.
- **Use only dripless candles** inside of buildings, and 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 be gathered and taken **off** the Settlement premises. Dumpsters are conveniently located in Sam Atkins Park in picnic area with blue roof.
  - Kitchen must be left clean. Remember collect what is yours. We cannot store items for you on the premises.
  - Return anything moved to its original location. Tables and chairs should not be moved without permission.
  - If table clothes were rented please leave those on the tables, otherwise make sure tables & chairs are wiped off.
- Make sure floors/rugs swept thoroughly.

\_\_\_\_\_ (initial)

### **TOURS**

- If your event takes place during business hours you can arrange for tours with staff in the General Store. Tour rates are \$6 for adults-\$3 for children-\$3.50 for seniors. No more than 12 people in a tour and take about 1 ½ - 2 hours.
- Settlement hours: Open year round from 10 - 2 CST, Tuesday, Thursday, Friday, and Saturday.

### **PARKING**

- Parking inside of the Settlement is allowed only on the north side of the gymnasium.
- Handicap parking is located in the front end of the parking lot near the ramp leading to the gymnasium.
- Vehicles **MAY NOT** go past the posted signs.
- Special arrangements can be made for transporting elderly and disabled to rented buildings, please make all arrangements at time of reservation.

### **OTHER INFORMATION**

- **Drugs and Alcohol are not permitted on Settlement grounds.**
- Smoking is only allowed in the driveway of the settlement near ashtrays. **DO NOT** litter with cigarette butts.
- Loitering is not permitted. The building(s) rented, the surrounding area, and restrooms are allowed for traffic **ONLY**.
- The renter assumes responsibility for monitoring all children. Children may not enter General Store unattended.
- The renter is responsible for any breakage or theft during the rental period.

\_\_\_\_\_ (initial)

Dancing in the Club House is allowed as long as the dancers dance in their stocking feet, no dancing with shoes is permitted.

**Contact the office: 850-674-2777 Mon. – Fri. 8 – 4 pm CST**