

ISLAND LODGE

by Al Lago

20818 Island Park Way E., Lake Tapps, WA 98391



Member: Clubroom / Park Rental Agreement

Email: tappsislandlodge@gmail.com Island Lodge 253) 862-6641

Name _____ Lot # _____

Address _____ City _____ Zip _____

Phone _____ Date of Event _____ Time of Set-up _____

Event Begins _____ Ends _____ Description of Event _____

AREAS BEING RENTED:

Clubroom

Park

Expected attendance _____ ▶ Clubroom maximum capacity - 65 seated 120 reception style
▶ Park maximum capacity - 120 people

Catered Event? Yes _____ No _____ If Yes, # of Guests _____

All catering services will be provided by the Island Lodge's professional staff, no outside caterers are allowed.

FEES (Deposit & Rental Fee must be paid & rental agreement signed to reserve your date):

Refundable Damage Deposit \$ 200.00 \$ _____

Wedding Consultation Fee \$ 100.00 \$ _____

Wedding Rehearsal Fee (1 hr) \$ 100.00 \$ _____

Wedding Ceremony Fee For 50 Guests or Less (+\$5pp over 50) \$ 300.00 \$ _____

Clubroom Rental: 5 hour rental - \$50 each additional hour

Monday - Thursday

Daytime (8 am - 3 pm) or Evening (5 pm - 10 pm) \$ 150.00

Full Day (8 am - 10 pm) \$ 500.00 \$ _____

Friday, Saturday, Sunday & Holidays

Daytime (8 am - 3 pm) or Evening (5 pm - midnight) \$ 200.00 \$ _____

Full Day (8 am - midnight) \$ 600.00 \$ _____

*Off season rates available Oct - Nov / Jan - April

Park Rental: 5 hour rental - \$100 each additional hour

Monday - Thursday

Daytime (8 am - 3 pm) or Evening (5 pm - Dusk) \$ 150.00 \$ _____

Full Day (8 am - 10 pm) \$ 300.00 \$ _____

Friday, Saturday Sunday & Holidays

Daytime (8 am - 3 pm) or Evening (5 pm - Dusk) \$ 300.00 \$ _____

Full Day (8 am - Dusk) \$ 600.00 \$ _____

Date paid _____ Amt. Pd. _____ Cash Ck Cr. Card Staff Initials _____

PRICES SUBJECT TO CHANGE

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MEMBER CLUBROOM/PARK RENTAL AGREEMENT

EVENT & WEDDING INFO

Whether it is accommodating our members' golf and social needs, catering events for weddings, or facilitating events for local clients we know how to make your event the finest it can be. From our outdoor Park to our Clubhouse facility, both overlooking beautiful Lake Tapps with stunning Mount Rainier views, it is easy to see why Tapps Island is the perfect location for your special occasion. Our catering menu can be custom designed to fit any style and budget. Our friendly, professional staff will put you at ease and ensure that you and your guests enjoy the event of your dreams.

FOOD SERVICE

All catering services will be provided by our professional staff at the Island Lodge. Please see the catering menu for food choices. If you do not see what you are looking for, please let us know and we will be happy to customize a menu for you. **No outside caterers are allowed to cater to the Clubroom or Park on Tapps Island. Resident family functions may have their own BBQ picnic in the park, but Corporate functions and all other gatherings must be catered through Island Lodge.**

Guaranteed guest count and menu selections are required 14 days before the event. Guest count may be revised up to seven days prior to event. Final billing will be based on this number or the actual number of guests that attend the function, whichever is greater. Please contact Tiare at 253-350-4249 for finalizing details.

Due to regulations spelled out by the Washington State Dept. of Health, no outside food will be allowed to be brought in by you or your guests other than bakery items prepared by a licensed kitchen.

BEVERAGE SERVICE

As a full service beverage facility, we are happy to help you with your beverage choices. Bartenders are available to host your bar for a minimum of three hours at \$28 per hour. **No outside alcoholic beverages will be allowed to be brought into the facility.**

WEDDING REHEARSALS

All wedding ceremonies booked at Tapps Island will receive a one hour rehearsal at the ceremony site for \$100. Typically this is booked on a week night and is subject to availability. Please call Tiare at 253-350-4249 to book your rehearsal up to 30 days in advance. Rehearsal dinner packages are also available by request.

FACILITY USAGE

Rental of the Clubroom and/or Park areas are for use of that area only. GUESTS OF RENTAL GROUPS MAY NOT USE THE SWIMMING POOL, JACUZZI OR WEIGHT ROOM. THESE AREAS ARE RESERVED FOR USE BY TAPPS ISLAND MEMBERS ONLY. Guests may not staple or tack anything into the walls while decorating or using the Clubroom. If the Clubroom walls or ceiling need repair after your event, the deposit will be used to cover the cost of repairs.

Tapps Island is a family community; therefore, no adult entertainment will be allowed on the premises.

RESIDENTS' FACILITY USAGE

Members may sponsor non-resident events for immediate family members such as their children or grandchildren only. All other non-resident events will be charged non-resident rates.

The rental deposit will be refunded if the rented area is adequately cleaned. Cleaning includes picking up debris in the Park and/or Clubroom and restrooms, vacuuming the Clubroom, and all tables and chairs put away (sanitary cleaning of restrooms will be done by Association staff).

TO SECURE YOUR DATE

Receipt of this signed agreement, deposit and rental fee will secure your date and indicates that you agree to assume all risk and liability arising from the rental and use of the premises, and agree to hold Tapps Island Association and Island Lodge harmless from any and all damages or injury arising from the use of the property. If play toys, 'bouncy' toys, water slides, etc., are brought in for use at your event, you agree to release, and hold harmless, Tapps Island Association from any and all injury or damage that might occur from use of these items. You must also provide the Association a copy of the Insurance covering your event for the use of these play toys.

You agree to provide the necessary supervision of children. The use of fireworks is prohibited. The Clubroom maximum capacity is 85 and closes at 10 pm Monday-Saturday and 8 pm on Sundays (later hours may be allowed if approved in advance by staff). The Park maximum capacity is 120 and closes at dusk.

The damage deposit will be refunded within three weeks after your event, less any charges for damages or any other charges incurred, to the address on the front of this agreement, unless otherwise notified. If any damage or theft occurs on Tapps Island property, you will be responsible for the entire amount of repairs or replacement, even if it exceeds the amount of the deposit.

CANCELLATION POLICY

The deposit & rental fee are non-refundable if cancelled within 15 days of your scheduled event. If you cancel wedding catering within 30 days of the event you will be responsible for 50% of the catering bill. If you cancel within 15 days you will be responsible for 100% of the catering bill.

RESIDENT'S SIGNATURE _____ **DATE** _____