



## Non-Member: Clubroom/Park Rental Agreement

Email - tappsislandlodge@gmail.com Island Lodge by Al Lago - (253) 862-6641 X2

Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Date of Event \_\_\_\_\_ Time of Set-up \_\_\_\_\_  
 Event Begins \_\_\_\_\_ Ends \_\_\_\_\_ Description of Event \_\_\_\_\_

**AREA(S) BEING RENTED:**

- Clubroom       Park

Expected attendance \_\_\_\_\_  
 ▶ Clubroom maximum capacity - 65 people 100 Including Deck Area  
 ▶ Park maximum capacity - 120 people

Renter agrees to pay catering costs for \_\_\_\_\_ guests as a guaranteed count, (may not be revised within three (3) weeks prior to event)

All rentals must use our catering services. Catering will be done by our professional catering staff.  
 Please contact Jewel at Island Lodge by Al Lago for details.

**FEES** Deposit, all applicable rental fees and 20% of estimated food and beverage minimum must be paid with Rental Agreement signed to reserve your date)

Refundable Damage Deposit	\$ 1000.00	\$ _____
Wedding Consultation Fee	\$ 200.00	\$ _____
Wedding Rehearsal Fee (1 hr)	\$ 200.00	\$ _____
Wedding Ceremony Fee for 50 Guests or Less (+\$5pp over 50)	\$ 1000.00	\$ _____

▶ A Bartender is required when serving alcoholic beverages at your event.  
 ▶ No outside alcoholic beverages will be allowed to be brought in.

**Clubroom Rental: 5 Hour Rental—\$100 each additional hour**

<b>Monday - Thursday</b>		
Daytime (10 am - 3 pm)	\$ 450.00	\$ _____
Evening (5 pm - 10 pm)	\$ 650.00	\$ _____
Full Day (10 am - 10 pm)	\$1,200.00	\$ _____
<b>Friday, Saturday, Sunday &amp; Holidays</b>		
Daytime (10am - 3 pm)	\$ 650.00	\$ _____
Evening (5 pm - 10 pm)	\$1,400.00	\$ _____
Full Day (10 am - 10 pm)	\$2,000.00	\$ _____
<b>Adding</b> 1/4 of Deck to Clubroom rental	\$1000.00	\$ _____
<b>Adding</b> 1/2 of Deck to Clubroom rental	\$2000.00	\$ _____

**Park Rental: 5 Hour Rental—\$100 each additional hour**

<b>Monday - Thursday</b>		
Daytime (10 am - 3 pm) or Evening (5 pm - Dusk)	\$1,200.00	\$ _____
Full Day (10 am - Dusk)	\$2000.00	\$ _____
<b>Friday, Saturday, Sunday &amp; Holidays</b>		
Daytime (10 am - 3 pm) or Evening (5 pm - Dusk)	\$2,500.00	\$ _____
Full Day (10 am - Dusk)	\$3,500.00	\$ _____

Date paid \_\_\_\_\_ Amt. Pd. \_\_\_\_\_ Cash  Ck  Cr. Card  Staff Initials \_\_\_\_\_

Prices subject to change

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# 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 non-resident groups must cater their event through Island Lodge by Al Lago, with the exception of wedding, birthday, baby and bridal shower cakes to which there will be a \$2/guest dessert fee. Please see the catering menu for food choices. If you do not see what you are looking for please let us know, we will be happy to customize a menu for you. 20% Service Fee is added to your total bill. 80% of that is retained by the staff that served you, 20% goes to culinary staff

**A 20% non-refundable booking fee (based on estimated food and beverage cost of minimum regardless of attendance and will be applied towards final bill) and all applicable agreement fees are due at signing of contract no later than thirty (30) days prior to event. Food and beverage menu plus final headcount are due no later than three (3) weeks prior to event. When signing the contract, you are committing to a guaranteed minimum expenditure for food and beverage, based on your estimated guest count regardless of your actual attendance.**

Due to regulations spelled out by the Washington State Dept. of Health, if The Island Lodge by Al Lago is providing food for your event, no outside food will be allowed to be brought in by you or your guests.

## BEVERAGE SERVICE

As a full service beverage facility, we are happy to help you with your beverage needs including staff to serve you and your guests. No outside alcoholic beverages will be allowed to be brought into the restaurant by members or their guests. If anyone from your event, including sponsors, are caught violating these terms you forfeit your deposit as a breach of contract.

## WEDDING REHEARSALS

All wedding ceremonies booked at Tapps Island will receive a one hour rehearsal at the ceremony site for \$200. Typically this is booked on a week night and is subject to availability. Please call Jewel to book your rehearsal up to 30 days in advance. Rehearsal dinner packages are also available upon 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 as well as no confetti of any kind. 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.

## TO SECURE YOUR DATE

Receipt of this signed agreement, deposit, all applicable rental fees and 20% of minimum food and beverage for projected headcount 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 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 and Island Lodge by Al Lago 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 65 and closes at 10 pm Monday-Thursday, 11pm on Friday, Saturday & holidays, and 8 pm on Sundays (later hours may be allowed if approved in advance by the event coordinator). 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, theft or violation of contract 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 30 days of your scheduled event.** In the event that the facility can be rented again for that date, your fees may be refunded. 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 bill.

**SPONSORS SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_