



COMMUNITY ROOM 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's Name: _____ # of Guests: _____
Address: _____ Date of Rental: _____
Contact #: _____ Alternate #: _____
Email: _____ Time of Event: _____ to _____

Security Deposit: \$250.00 (Refundable)

Date Paid: ____/____/____ Check #: _____

A deposit is required to book the date for your event. Our cancellation policy states that when cancelling within thirty (30) days of your event, you will forfeit 50% of your deposit (\$125), and within seven (7) days of your event, you will forfeit 100% of your deposit (\$250).

Rental Payment and room arrangement diagram is due 14 days prior to your event.

Member

Room Rental Fee: \$350 (4 hours)

Each Additional Hour: \$100_____

Non-Member

Room Rental Fee: \$500 (4 hours)

Each Additional Hour: \$150_____

TATUM RANCH COMMUNITY ROOM RENTAL AGREEMENT

Date Paid: ____/____/____

Amount: _____

Check #: _____

Remaining Balance Due: \$ _____

Final Payment Received: \$ _____

Date Received: ____/____/____ **Check #:** _____

Rental Time Breakdown

4 HOUR RENTAL TIME PERIOD INCLUDES SET UP & 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

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

- 12 round (60 inch) tables with 8 chairs – **indoor use only**
- 4 rectangular (6 ft) tables for buffet use
- 8 round tables with 4 chairs each- **outdoor use only**
- Full-service kitchen facility

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

Safety

Please bring a ladder if needed to decorate. For safety reasons, please do not stand on chairs. Please remove all decorations (especially balloons) from the premises at the conclusion of your event.

Parking

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

Attendees

It is the responsibility of the renter to make sure there are no more than 84 attendees at any time for your event. This includes inside and outside.

Decorations

All artwork and holiday decorations must remain in place at all times.

Set Up

Renter must fill out a floor plan diagram 14 days prior to your event. TRCA staff will set up the room according to the diagram you submit. No changes can be made once the room is set up.

Kitchen

TRCA has a kitchen that includes a stove/oven, refrigerator, and microwave. **TRCA does not provide ovenware, China, silverware, or glassware.** TRCA will provide trash bags for your use. Please leave the kitchen in the same condition you found it in. **Renters must provide their own ice.**

Induction Range

The stove/oven in the Community Room is an induction range. The manual to the range is in the pantry on top of the freezer. Please refer to the manual for proper operating instructions.

Audio Equipment

Audio equipment is available for use. Equipment includes a TV and a microphone.

Golf Course

The renter is responsible for keeping their guests off the golf course property. The golf course also forbids taking any photographs on their property.

Firearms

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

Alcohol

Will Alcohol be served at your event? Yes _____ No _____

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 50 people in attendance (effective 11/17/2010). You may call Phoenix Police / Off Duty Coordinator to schedule an Officer for your event at (602)262-7323.

OR

◦You can obtain a Certificate of Insurance from an insurance carrier that includes Comprehensive General Liability Insurance including Host Liquor Liability Insurance with minimum coverage of One Million Dollars (\$1,000,000) and the name Tatum Rance Community Association must be listed as an Additional Insured. We require a copy of this Certificate of Insurance.

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, include ARS §§ 4-101 to 4-312.
- 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. We are not responsible for monitoring or supervising the service or consumption of alcoholic beverages at the event or the conduct or actions of any persons at the event. ●Initial_____

Minors

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

Responsibility for Losses

The renter is personally responsible for the proper conduct of all guests and must be present and supervising the event 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 cause of action, attorneys' fees, costs, and expenses arising from (1) the use or rental of the Tatum Ranch Community Room (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 event. Also, I agree that my security deposit of \$250 may be used in whole or part to compensate for repairs or damage. If repairs 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 event. **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 the security deposit.**

●Initial_____

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

●Initial_____

TATUM RANCH COMMUNITY ROOM RENTAL AGREEMENT FOR MEMBERS

● We cannot reserve your date until we receive your \$250 deposit

● Cancellation Policy:

◦You will forfeit 50% (\$125) of your deposit when cancelling within 30 days of your event.

◦You will forfeit 100% (\$250) of your deposit when cancelling within 7 days of your event.

●Initial_____

Tatum Ranch Community Association reserves the right to limit proposed rentals to events 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 _____