



# Tacoma Lawn Tennis Club Rental Agreement

502 Borough Rd. Tacoma, WA 98403

Office: (253) 383-5934 Fax: (253) 383-5935

Rental Date: \_\_\_\_\_ Set Up Time: \_\_\_\_\_ Rental Time: \_\_\_\_\_ to \_\_\_\_\_

Person responsible for financial obligation:

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

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

Name under which reservation is made:

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

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

Person to notify in case of emergency: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of function: \_\_\_\_\_ Number of invited guests: \_\_\_\_\_

Name of Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

Club Member: Yes \_\_\_ No \_\_\_

Please note that a club member receives a discount only if the rental is for personal use and the member will be in attendance.

### **ROOM RENTAL CHARGES:**

Lounge, Large Social room, Kitchen and Bar: \$875.00 \_\_\_\_\_

Large Social Room, Kitchen and Bar: \$750.00 \_\_\_\_\_

Lounge and Bar: \$550.00 \_\_\_\_\_

**Tables used:** \$10 per table: \$ \_\_\_\_\_

60 inch Rounds (out of 12): \_\_\_\_\_

8x3 Banquets (out of 15): \_\_\_\_\_

Chairs used (out of 150): \_\_\_\_\_

Sub total: \$ \_\_\_\_\_

Member discount - \$ \_\_\_\_\_

Tax 9.3% \$ \_\_\_\_\_

**TOTAL DUE: (Amount is due two weeks prior to rental.)** \$ \_\_\_\_\_

An employee is present at all events.

A damage deposit of \$500.00 is also due two weeks prior to rental. This will be fully refunded as long as there is no damage to facility.

**A Certificate of Insurance must be presented with this application.**

A deposit of \$200.00 is required to secure the rental date. The renting party agrees to pay the balance of the rental charge plus a separate check for the damage deposit of \$500.00 no later than fourteen (14) days before the date of rental. If the renting party cancels their event within ten (10) days prior to the event no refund will be given.

In the event the renting party cancels the confirmed rental thirty (30) days or more in advance of the event, the club will retain \$150.00. If cancellation occurs less than thirty (30) days prior to the event, the club will retain the entire rental deposit of \$200.00.

The renting party agrees and understands that the designated rooms and equipment only are rented. No use of the pool, tennis courts, fitness room or locker rooms are permitted.

The renting party agrees that they are responsible for the conduct of all guests and agrees to indemnify the club for any loss or damage suffered or incurred by reason of the use of the club by the renting party. The renting party is responsible for all carpet cleaning fees if damage is done by one of their guests. A bill will be sent to the person listed on the rental agreement as being responsible for financial obligation. Carpet cleaning fees for the Lounge will be \$500.00 and/or \$750.00 for the Large Social Room. If liquor is to be served, the renting party agrees to obtain a banquet permit by making application at a state liquor store and further agrees to supervise the event and prevent minors from consuming alcoholic beverages.

- \*No smoking is allowed in the clubhouse.
- \*No rice or confetti is to be thrown inside the clubhouse.
- \*No decorations are to be nailed or stapled to walls or doors.
- \*The renting party must wash any kitchen items used after use.
- \*All boxes/decorations are to be removed from the facility upon completion of rental.
- \*Renting party agrees to be out of the facility by 12:00am and have no music playing after 10:30pm.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Club Employee

\_\_\_\_\_  
Date

# TACOMA LAWN TENNIS CLUB UTENSIL/GLASSWARE RENTAL AGREEMENT

Qty on hand	Item/Description	Price	# Rented	Subtotal
190	Cake Plate	.34		
250	Dinner Plate	.34		
250	Water Goblet	.36		
250	Wine Glass	.36		
55	Coffee cups	.34		
250	Dinner Fork	.32		
250	Knife	.32		
250	Spoon	.32		

Subtotal: \_\_\_\_\_

Tax: \_\_\_\_\_

Balance Due: \_\_\_\_\_

The renting party agrees and understands that he or she is responsible for all silverware and glassware rented out. All items must be washed, counted and sorted by the renting party after use. The renting party understands that he or she is responsible for any lost or damaged items and agrees to reimburse the club if such a loss should occur.

\_\_\_\_\_  
Signature of responsible party

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Tacoma, WA 98403  
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