



Private Facility Rental Usage Guidelines

Thank you for your interest in renting a facility within our community. The following usage guidelines must be followed for all private rentals.

A reservation is considered a private rental if any of the following circumstances will be met:

- Event will have additional guests over the daily facility guest policy (8 per household)
- Event will hire a caterer, entertainer or any additional vendor.
- Event will require a special setup of tables and chairs.

RENTAL AREAS AND FEES

All private rentals require a 2 hour minimum. Additional setup and cleanup time is not included, you must factor that time into your rental. Keep in mind, room setup may impact the capacity.

Indoor Area and Location	Description	Private Rental Fee
<i>(Indoor rentals do not include or permit pool access/use)</i>		<i>(plus \$200 refundable security deposit- check only)</i>
Full Meeting Room with Kitchen use	Maximum Capacity - 120	\$50 per hour plus tax
Meeting Room A	Maximum Capacity - 40	\$25 per hour plus tax
Gymnasium <i>(limited availability and purposes)</i>	Maximum Capacity - 250	\$75 per hour plus tax

Outdoor Area and Location	Description	Resident Fee
		<i>(plus \$200 refundable security deposit- check only)</i>
Family Pavilion	Maximum attendees - 30	\$15 per hour plus tax
Leisure Pavilion	Maximum attendees - 30	\$15 per hour plus tax
Tennis Pavilion	Maximum attendees- 30	\$10 per hour plus tax

**Mandatory \$5+tax flat fee for guest wristbands will be added to all rentals*

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RENTAL PROCEDURES

Rental requests may be made by following the procedures below:

1. Email resident.services@addisonvillageclub.com or stop by the office to inquire about the availability of your desired rental date.
2. Reservations may be made up to 3 months prior to the rental date. At minimum reservations must be made 14 days before desired rental date.
3. Complete and submit the Rental Request Form to the front desk along with required \$200 security deposit. This date will not be firm until the resident submits required forms and deposits; and such submission is subject to approval by the Lifestyle Director.
4. Upon submission of required forms and deposit, the Lifestyle Director will confirm the requested date in writing.
5. The resident must confirm all plans including required vendor information with the Lifestyle Director 7 days prior to the facilities use and pay total amount of rental. The Lifestyle Director will determine whether confirmation will require a meeting at the facility site.

POLICIES AND PROCEDURES

General Guidelines

1. Any event requesting reserved space at a facility must be scheduled through the Lifestyle Director.
2. All Guests must be provided a colored wristband. Color designated and provided by event host.
3. Members over the age of 18 in good standing with the Addison Village Club are eligible for facility rental privileges.
4. All Lifestyle programs take priority over private rentals. The facility may be scheduled for use for approved programs and events planned by the Lifestyle Office.
5. Residents and their guests must follow all facility policies and procedures. All guests must be registered with the front desk.
6. Access gates and doors are not to be propped open for free entry/exit.
7. A pre-event inspection and post-event inspection will be conducted by a staff member. This individual will assess the condition of the facilities before and after the rental, and they will be responsible for determining whether the deposit will be returned.
8. Rentals should be recreational in nature and it is recommended, subject to Addison Village Club discretion, that these events do not pertain to commercial, cultural, religious, racial or political interests.
9. Hosts reserving any facility must provide one (1) chaperone for each ten (10) attendees under 21 years of age.
10. ALL decorations and trash inside and outside the facility must be removed prior to vacating the premises, immediately following the event. Push pins, duct tape, glitter, command strips, painters tape scotch tape, stapling and confetti are not permitted.
11. All chairs, tables, and equipment shall be returned to proper storage areas following each reserved use, and under no circumstances shall chairs, tables, or other equipment be removed from the facility.
12. Kitchen access, storage and use is available on request but must be approved in advance.

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13. All unused food and drink must be removed from premises prior to return of deposit.
14. All facilities are to be cleaned up and closed no later than the posted hours of operation unless otherwise approved in advance. If approved, a staff fee is required. Outdoor rentals are restricted to no later than sunset.
15. Amplified music and or DJs must be approved and are subject to the noise ordinances of Brevard County. DJs are not permitted for outdoor rentals.
16. Bounce houses are not permitted for any private rentals.
17. Neither admission fees nor any fund transfers which might be construed as admission fees whatsoever shall be collected by the resident.
18. The resident will be in attendance throughout the entire length of the event. If the resident leaves the event, the contract will become null and void, the event will end, and the resident's refundable deposit will not be returned.
19. Any damage to the facility or property, whether the resident is in attendance or not, will be the responsibility of the resident and will be charged against the refundable deposit. Any damage over the deposit amount will be additionally charged to the resident. The resident accepts full responsibility for the conduct of all event guests, adults, as well as minors.
20. The facility and surrounding areas are nonsmoking and if smoking occurs the refundable deposit will not be returned and additional charges, fines and penalties may be assessed if damages occur as a result of a violation of the nonsmoking policy.
21. Basic cleanup of the facility is the responsibility of the resident and includes, but may not be limited to, wiping down tables and removal of all trash and debris. If an outside caterer is used for the event, it is resident's responsibility to assure that the caterer or resident cleans all kitchen facilities and equipment used for the event. If clean-up costs from the event are incurred by the staff due to the resident's failure to complete cleanup requirements, funds will be retained from the deposit. Any cleanup costs over said deposit amount will be additionally charged to resident's credit card.
22. The Club reserves the right to require security for events. Residents shall be required to hire the Club's "preferred security" during the entire event, including one hour prior to the start and one hour after the conclusion of the event (or the actual time required for tear down and/or clean-up). Guards are required for the following: (a) evening events after business hours (b) events with over 75 people (c) events where alcohol will be provided and/or (d) any other event where the club deems security should be required.
23. Proper attire, including shirts and shoes, must be worn indoors at all times.
24. If alcohol is served, it is the undersigned's responsibility for any and all actions of the guests and invitees. Any guest of the resident who becomes incapable of reasonable control of their actions from alcohol consumption or otherwise as determined by a staff member will be required to leave the facility.
25. Personal belongings of the resident and resident's guests are the sole responsibility of the individual. Addison Village Club, LLC nor WTS International, Inc. is responsible for loss or damage of these items.
26. Depending on the nature and size of the event, residents may be required to provide a certificate of personal liability insurance with Addison Village Club, LLC and WTS International, Inc. named as additional insured.
27. Any event that uses a caterer must provide the caterer's license and a certificate of liability insurance with Addison Village Club, LLC and WTS International, Inc. named as additional insured. The Club must approve the catering service before the event.
28. The Club reserves the right to require a licensed bar service for events. The bar service must provide their liquor license and a certificate of liability insurance with Addison Village Club, LLC and WTS

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International, Inc. named as additional insured. The Club must approve the licensed bar service before the event.

29. Cancellations: Residents may terminate their agreement up to 7 days prior to the scheduled use, and the deposit will be refunded. If a termination by the resident occurs less than 7 days prior to the scheduled use, the full rental payment and deposit will not be returned.
30. The Club reserves the right to cancel any rental or use due to "Acts of God", such as, but not limited to; hurricanes, earthquakes, floods, and fire and the resident's deposit will be refunded.

AFTER HOUR RENTAL ADDITIONAL POLICIES AND PROCEDURES

1. The Club reserves the right to require security for events. Residents shall be required to hire the Club's "preferred security" during the entire event, including one hour prior to the start and one hour after the conclusion of the event (or the actual time required for tear down and/or clean-up). Guards are required for the following: (a) evening events after business hours (b) events with over 75 people (c) events where alcohol will be provided and/or (d) any other event where the club deems security should be required.
2. All facilities are to be closed no later than 10:00PM.
3. \$20 Staff fee required for each hour after the hours of operation and approval is subject to staff availability.
4. Any event that uses a caterer must provide the caterer's license and a certificate of liability insurance with Addison Village Club, LLC and WTS International, Inc. named as additional insured. The Club must approve the catering service before the event.
5. The Club reserves the right to require a licensed bar service for events. The bar service must provide their liquor license and a certificate of liability insurance with Addison Village Club, LLC and WTS International, Inc. named as additional insured. The Club must approve the licensed bar service before the event.