



Coco Wood Lakes Association, Inc.
6269 West Atlantic Avenue Delray Beach, FL 33484
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FACILITIES RENTAL AGREEMENT

**SECURITY DEPOSIT OF \$ 150.00 IS REQUIRED
(CASHIER'S CHECK OR MONEY ORDER ONLY)**

This Facilities Rental Agreement is made this _____ day of _____, 20__ by and between Coco Wood Lakes Association, Inc. (hereinafter referred to as CWL) and _____ (hereinafter referred to as Renter).

WHEREAS Renter desires to rent certain rooms or space located in the Clubhouse or Gazebo area of CWL and WHEREAS CWL agrees to permit Renter to use its facilities under certain terms and conditions hereinafter set forth.

NOW THEREFORE, with the intent to be legally bound hereby and in further consideration of the mutual promises and covenants herein contained, the foregoing parties agree as follows:

1. Date of Event:

Renter's event is to be held on _____, 20__

Recurring dates if applicable:

2. Time of Event:

Renter will use the rented area from _____ m to _____ m, a total of _____ hours.

No event can be held past 11:00 p.m. on any day.

3. Rooms or Facilities Available

CWL has the following rooms and facilities for rent:

- 1. Auditorium

2. Room 1
3. Room 3
4. Room 5 Ping Pong Room
5. Gazebo area.

The Swimming pool is not available for rental under any circumstances.

4. Charge for Rental:

1. Auditorium 2,341sq. Ft. Capacity 220 w/ tables & chairs
 Capacity 400 persons Theater seating
 Non-Profit Renter \$100.00
 For Profit Renter \$125.00

2. Room 1	374 sq. ft.	capacity 24	\$ 35.00
3. Room 3	430 sq. ft.	capacity 25	\$ 40.00
4. Room 5	369 sq. ft.	capacity 20	\$ 25.00
5. Gazebo	N/A	capacity 25	\$ 25.00

CWL can rent rooms only if such are available for the date requested by the Renter. Otherwise, a different available date will have to be selected by Renter. Monthly renters may have to change their usual days of usage if CWL has a superseding function.

5. Rental Arrangements:

Renter must meet with the designated CWL rental representative at least 2 weeks before the desired rental date. At that time this contract will be reviewed by the parties and payment will be made in full for all options selected by Renter. Renter or Renter's duly authorized representative must attend this Rental Arrangement meeting. Renter hereby declares that it's duly authorized representative is:

Name _____

Address _____

City _____

State _____

Zip Code _____

Telephone No. _____

Fax No. _____

E-mail _____

If Renter is an association or company or other group, state:

Name of Association, Company or Group _____

6. CWL Event Representatives

It is understood that certain representatives are required by CWL to be present before, during and after Renter's event. These representatives are as follows:

- a) If Renter requires certain items to be set up prior to the commencement of the event, a pre-event CWL representative must be present during the set-up time.
- b) A CWL representative must be present during the time of the entire event for the hours above stated.
- c) After the event is finished, a CWL representative must be present to ensure that Renter properly cleans up and removes all trash and debris, excess papers and materials so that the rented rooms or Gazebo are returned to their original clean and neat condition.
- d) If the event will be held past 11:00pm, a CWL representative must turn off the Alarm which otherwise goes on at 11:59pm and return to reset the Alarm at the end of the event. No one other than a CWL representative is allowed to touch the Alarm.

7. Hourly Charges for CWL Representatives

Pre-event set up representative:	\$25.00 per hour
Event representative:	\$25.00 per hour
Housekeeper Clean-Up representative:	\$25.00 per hour
Alarm Representative	\$40.00 per event

In the event that the Renter does not properly clean up as aforesaid, a charge of \$18.00 per hour will be imposed for housekeeping services. Renter shall directly pay the CWL representatives at the start of the event.

8. Technical Equipment

CWL maintains various technical equipment in its auditorium including: spotlights, microphones, loud speakers, sound effects, curtain switches and other electronic devices which may only be operated by CWL technicians. None of the foregoing items are permitted to be touched or operated by Renter or Renter's guests, associates or representatives or invitees.

9. Charge for Technicians

CWL charges \$28.00 per hour per technician needed by Renter for its function.

10. Compliance

Renter understands and agrees to comply with all terms of this Facilities Rental Agreement and the attached Rules and Regulations. Further, Renter understands that any failure to comply that may cause damages and losses to CWL facilities and property whether such damages and losses are caused by the Renter, Renter's guests, associates, representatives or invitees, will result in extra charges being imposed by CWL for such damages and losses.

11. Indemnification

Renter agrees to indemnify and hold CWL harmless from any and all losses, damages injuries and claims that may be suffered by Renter or Renter's guests, associates, representatives and invitees during the time that such persons may have been on CWL property.

Total Charges due from Renter:

Charges due for Auditorium and/or Room 1 and/or Room 3, and/or Room 5 and/or Gazebo:

\$ _____

Charges due for CWL event representatives:

\$ _____

Charges due for Technicians:

\$ _____

Sub-Total Charges

\$ _____

Refundable Damage deposit

\$ 150.00

Total Balance Due

\$ _____

IN WITNESS WHEREOF, the parties have placed their signatures below in confirmation of this agreement.

WITNESS: _____

PRINT NAME RENTER: _____

SIGNATURE: _____

WITNESS: _____

BY: _____

COCO WOOD LAKES REPRESENTATIVE