



Sarasota Outboard Club Facilities Rental Policy and Procedures Outside Organizations

TERMS AND CONDITIONS

1) Application for Usage and Hours of Rental

The Sarasota Outboard Club facility is available seven days a week from 8:00 a.m. to 12:30 a.m. depending upon availability and scheduled events. A minimum six-hour period is required. All events shall end at 11:00 p.m. with club vacated by 12:30a.m. Excluded usage applies to docks and ramp area, no swimming, fishing, or camping. No parking of oversized vehicles such as RV's or Food Trucks allowed without the permission of the board. All applications of request to rent the facility are to be in writing for the Board of Directors consideration a minimum of forty-five (45) days prior to the event.

2) Reservations

A tentative reservation may be placed and must be confirmed within seven (7) days with the required payment. A non-refundable deposit of 100% of the rental fee is due with the signed contract. A separate check for \$500.00 cleaning/damage deposit is required. The deposit will be returned five (5) business days after the event, provided the club is clean and undamaged.

a) Building Capacity

Maximum building occupancy is confirmed by the Life Safety Code to be 125 People. Exceeding this capacity will result in fire code violations and cause the Sarasota Outboard Club to terminate the rental.

3) Payment

Checks should be made payable to Sarasota Outboard Club. The check face must have the complete name, address and telephone number of the individual or organization making the payment. Payments are mailed to Sarasota Outboard Club, P.O. Box 5172, Sarasota, FL 34277

a) Fees

The rental rate for the facility is \$950.00 plus \$66.50 use tax (\$1,016.50) for a six-hour period. Each additional hour is \$100.00 per hour.

b) Liability Insurance

The Sarasota Outboard club requires clients to provide a certificate of general liability insurance for any rental being held at the facilities naming the Sarasota Outboard Club and the City of Sarasota as additionally insured in the amounts of \$1 million bodily and \$2 million aggregate. Proof of insurance must be submitted no less than 1 week (5) working days prior to effective date of rental contract.

4) Termination

The authorized representatives or Board of Directors reserves the right to terminate reservation/event if it is deemed that activities are endangering the

health and safety of members and outside guests or interfering/infringing on the rights of others is taking place. If furnishings or equipment are incurring damage as a result of usage, or if the space is used for an improper, immoral or objectionable purpose.

5) Alcoholic beverages and Catering

The service of alcohol is permitted only with the necessary permits and \$1 million Liquor liability insurance policy. Outside catering is allowed under the same circumstances. *All necessary permits and insurance required by the city MUST be in place seven (7) days prior to the event date.*

a) Concessions

No sales, authorization or sales or distribution of food items for sale are allowed without prior written approval from SOC board of directors.

b) Food Trucks

The board of directors must be informed, and permission obtained prior to any food truck coming onto the property. *All necessary permits and insurance required by the city MUST be in place seven (7) days prior to the event date.*

6) Outside Equipment

Catering equipment, decorations, florist, or entertainment property cannot be stored overnight, either prior to or following rental period or between events. All items brought in by the user are to be removed from the facility immediately after a function. Sarasota Outboard Club will not be responsible for any items belonging to an outside party.

7) Tents

Tents larger than 10 x 10 must be approved and a permit may be necessary by the city of Sarasota. *All necessary permits and insurance required by the city MUST be in place seven (7) days prior to the event date.*

8) Furniture/ Kitchen and Bar items

Furnishings and kitchen equipment are not to be moved unless prior authorization is given. If special equipment is required, it may need to be rented through an outside vendor.

9) Decorations/Flyers/Signs

All decorations are to be free standing. Nothing is to be attached or secured to the walls or ceilings. Candles must be in a container 2 times its height. The use of nails, tacks, tape, or similar materials to affix decorations is prohibited. The User will be held financially responsible for repair/replacement of any damage or defaced property. Decorations, or signs shall not be placed outside the facility without permission.

10) Music and sound

Music and noise must comply with the requisite city of Sarasota noise ordinance and not disturb others on club property or nearby facilities. *All necessary permits required by the city MUST be in place seven (7) days prior to the event date.*

11) Flammable material

The use of flammable material, open flames or other such devices are prohibited. Liquids or solid substances of an explosive or highly inflammable nature are prohibited. Pyrotechnics are prohibited.

12) Animals

Except for guide or service dogs, animals are not permitted at the facility.

13) House Policies

User is responsible for informing their guests and outside vendors about SOC rental policies and procedures.

14) Parking

At no time should any vehicle be blocking a fire lane, dumpster or parked in an unauthorized location. No parking on grounds, all vehicles must be parked in adjacent parking lot on asphalt areas only.

15) Smoking

The SOC has posted designated area outside for smoking. The interior of the club is a non-smoking facility. Please use designated ashtrays located outside for the convenience of all guests who smoke.

16) Subletting

The user shall not sublet in any way to any other person or organization.

17) Public Safety

Renters are prohibited from placing items in front of exits or obstructing any portion of the sidewalks, entries, hallways or ways of access to the public utilities of the building.

18) In consideration for the use of the club facilities, the person/organization agrees to the following:

a) Damages

It will pay for all damages to any property directly or indirectly from the conduct of guests or hired agent associated with the rental.

b) Liability

It will hold harmless and indemnify the Sarasota Outboard Club from and against any and all liability that may be imposed upon it, for any injury to persons or property caused by the named person or organization or any other person in connection with the event. It is understood that the Sarasota Outboard Club along with the City of Sarasota, assumes no responsibility whatsoever for any property placed in the facility in connection with the event and is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property that may be sustained by reason of the event.

19) City of Sarasota Special Events

The person/Organization should contact the City of Sarasota’s Office of Special Events to determine which permits, if any, are required for your event. *All necessary permits and insurance required by the city MUST be in place seven (7) days prior to the event date.*

Office of Special Events
801 N. Tamiami Trail, Sarasota FL 34236
941-263-6283
specialevents@sarasotafl.gov

20) Clean Up of the Hall and/or Kitchen, Cook Shack and Grounds

The renting party shall be responsible for any and all damage to the structure and/or furniture and for the clean-up of the hall, kitchen, grounds and cook shack, if used.

Clean-up shall be prior to leaving or in no later than the morning of the day following the event.

Clean-up shall include all facilities used, including decorations, mopping the floor, removal of food and beverage from the refrigerator, removal of all trash from all garbage cans and placement in the designated dumpster), sweeping and removal of trash from the restrooms, and restoring tables and chairs to their original locations.

All lights are to be turned off, except for the security light in the west area of the hall.

The gas stove/oven knobs and water faucets must be turned off before leaving the premises.

The air conditioning must be turned off.

Failure to abide by this agreement as determined herein shall cause forfeiture of all or a portion of the security deposit.

Damages not covered by the security deposit shall be paid by the renting organization.

Execution of the application shall be deemed acceptance of the terms and conditions set forth herein.

Type of Event _____

Number of Hours _____ Approx # of Guests _____

Date of Event _____ Set up Time _____

Clean up Date/Time _____

Client Name _____

Address _____

Phone _____

Contact Person _____

Phone _____

Terms:

Guest may have non-exclusive use of the Sarasota Outboard Club clubhouse as stated in the **Facilities Rental Policy and Procedures**.

I hereby acknowledge that I have read the aforementioned agreement and agree to abide by all the terms and conditions contained herein.

Signature _____ Dated _____

Signature _____ Dated _____

Board Acceptance

Signature _____ Dated _____



Mailing address:

**Sarasota Outboard Club
P.O.Box 5172
Sarasota, FL 34277**

Physical address:

**Sarasota Outboard Club
1604 Ken Thompson Parkway
Sarasota, FL 34236**