

**City of Live Oak Facility Rental Agreement**  
**CLUBHOUSE**

Date of Rental: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

RESIDENCY VERIFIED \_\_\_\_\_

Saturday / Sunday Rental: \_\_\_\_\_ Rental Fee: \$200.00 \_\_\_\_\_ Deposit: \$200.00

Number of guests in attendance: \_\_\_\_\_

Will alcohol be served or consumed? \_\_\_\_\_

**CLUBHOUSE RENTAL: PLEASE INITIAL EACH STATEMENT**

\_\_\_\_\_ Clubhouse rental period is from 10:00 A.M. to 10:00 P.M. on day of rental. The facility is **not** available for access or setup prior to the designated rental period.

\_\_\_\_\_ **Maximum** occupancy is 72 people.

\_\_\_\_\_ If alcohol is served or consumed a peace officer **MUST** be present. You must call 210-945-1700 to reserve an officer. The expense for the peace officer shall be the responsibility of the Lessee.

\_\_\_\_\_ No decorations shall be attached, taped, stapled, pinned, adhered, or in any way fastened to the walls, ceilings, light fixtures, windows, or any other surface.

\_\_\_\_\_ Facility key **MUST** be picked up on Friday for that weekend's rental. The key can be picked up at the Public Works building during business hours of 8am-4:45pm. Keys must be returned the same day of rental to the utility payment drop box located in front of City Hall. A fee of \$75 will be assessed if a city employee must be called out to open the facility, **No Exceptions**. Should you fail to pick up the facility key, please call dispatch at 210-653-0033.

\_\_\_\_\_ Clubhouse rental does **NOT** include swimming pool access.

**Lessee expressly covenants & agrees as follows: PLEASE INITIAL EACH STATEMENT**

\_\_\_\_\_ LESSEE will be financially liable for all damages to the premises that occur during the period of the lease.

\_\_\_\_\_ The LESSEE without the prior written approval of the City of Live Oak shall undertake no alteration of any nature on the leased premises.

\_\_\_\_\_ The City of Live Oak reserves the right to regulate the erection or posting of signs on the premises.

\_\_\_\_\_ LESSEE shall not assign, sublet, mortgage, or pledge this lease, nor let the whole or any part of the premises described above.

\_\_\_\_\_ LESSEE agrees to restore the premises to a degree of order and cleanliness acceptable to the City of Live Oak.

\_\_\_\_ LESSEE shall not remove any of the metal chairs or folding tables from the Clubhouse. These items **ARE NOT** to be used outdoors as they are for the sole use of the Clubhouse ONLY.

\_\_\_\_ LESEE agrees that his/her occupancy shall be conducted in such a manner as to not create any nuisance nor interfere with, annoy, or disturb neighbors.

\_\_\_\_ LESSEE will be present at all times during the period of this lease and will have a copy of the FACILITY RENTAL AGREEMENT at all times during the period of lease. In addition, will acknowledge City of Live Oak authority to remove from the premises those in attendance if herein named LESSEE is not present.

\_\_\_\_ LESSEE agrees and understands that the City Manager is the final authority on matters pertaining to the lease and that his/her decision is final and binding.

\_\_\_\_ No moon bounces are allowed at any City venue.

\_\_\_\_ **LESSEE** agrees that the premises are suitable for his use and that the LESSEE and or his guests waive any losses or claims, whether known or unknown which arise during the duration of this Lease Agreement by **LESSEE** or his guests occupying the premises shall not be reason or ground for any claim of action against the **CITY OF LIVE OAK** and **LESSEE** agrees to release and forever discharge the **CITY OF LIVE OAK** from any and all such claims or losses.

**\*\*FOR ANY VIOLATION THE POLICE WILL BE CALLED FOR ASSISTANCE AND/OR INVESTIGATION. IF A PROBLEM ARISES DURING RENTAL, PLEASE CALL POLICE DISPATCH AT 210-653-0033\*\***

### **RETAINING SECURITY / CLEANING DEPOSIT REQUIREMENTS**

\*Clean all tables and chairs; sweep floors and wipe up any spills.

\*Remove all trash from facility. Outside trashcans are located on the side of the clubhouse or pool.

\*Turn off all lights, bathroom lights/fans and lock all doors.

\*Clean kitchen (counters, stove, oven, refrigerator, microwave, and floor)

### **RESERVATION & CANCELLATION POLICY**

Reservations **WILL NOT** be valid until payment of fees and deposits have been received and posted by the City of Live Oak. Reservations are on a first come, first serve basis. **ON THE DAY OF THE EVENT, PLEASE HAVE YOUR CONTRACT WITH YOU.**

\_\_\_\_ **LESSEE MAY CANCEL OR RE-BOOK THIS LEASE AT ANY TIME PRIOR TO 3 DAYS BEFORE DATE OF RENTAL AND WILL BE SUBJECT TO A FORFEITURE OF 1/2 THE RENTAL CHARGE. CANCELLATIONS OR RE-BOOKINGS OCCURING LESS THAN 3 DAYS BEFORE THE RENTAL DATE WILL FORFEIT THE ENTIRE RENTAL CHARGE. THE SECURITY DEPOSIT WILL NOT BE AFFECTED DUE TO CANCELLATION OR RE-BOOKING AND LESSEE WILL RECEIVE A FULL REFUND OF THE DEPOSIT.**

**BY SIGNING THIS CONTRACT, I AGREE TO THE TERMS AND CONDITIONS OF THIS DOCUMENT.**

LESSEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY REPRESENTATIVE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **CLUBHOUSE FAQ's AND HELFUL INFORMATION**

1. **Can we set up a bounce house, petting zoo, piñata etc.?** The city does not allow the use of bounce houses or petting zoos on city property. You may however hang a piñata on an available tree outside the clubhouse. *PLEASE* remember, it is your responsibility to clean up any mess that you made.
2. **May I bring my own BBQ pit?** Yes, you may bring a BBQ pit that is of reasonable size and place it outside the facility. The pit *CANNOT* be placed in such a way that it interferes with sidewalk or parking lot access, and must be 10 feet away from all buildings & vehicles. There are also some BBQ pits located on the side of the clubhouse in the small park area. These pits are on a first come, first serve basis.
3. **What parking is available for my event?** The Clubhouse and Municipal Swimming Pool share a parking lot and sidewalk. There is additional parking across the street in an overflow parking lot. All traffic laws are to be obeyed, and they will be enforced. Please do not park in non-designated spots, in handicap parking spots or in employee parking.
4. **May I use confetti, birdseed, rice etc.?** The city does not allow the throwing of such items, but feel free to blow bubbles outside of the building.
5. **Are open flames such as candles and chafing dishes allowed?** Candles are not permitted at the Clubhouse, however chafing dishes are allowed.
6. **How many tables and chairs are in the clubhouse?** The following is a list of tables and chairs available for your use:
  - 8 Round Tables – 5 ft.
  - 4 Large Rectangular Tables - 11 ft. 7 in. x 2 ft. 6 in.
  - 4 Small Rectangular Tables - 8 ft. x 2 ft. 6 in.
  - 73 Metal Folding Chairs
7. **Can we set up tables, chairs, canopies etc. outside of the clubhouse?** You may bring additional tables and chairs to be used outside, however no furniture is to leave the clubhouse building. Please remember to keep the sidewalks and parking lot clear as this is a shared facility.
8. **Can I enter the building early to setup?** Unfortunately, you may not enter the building until 10:00 a.m. on the day of rental. Failure to abide by this policy will result in forfeiture of the security deposit.
9. **May we go swimming if the pool is open?** The clubhouse rental *DOES NOT* include swimming pool access. During regular pool hours residents pay a daily admission of \$3.00 and non-residents \$10.00. Each individual patron needs to be able to provide proof of Live Oak residency. The pool does not allow same day re-entry without paying an additional admission fee. Therefore, if you leave the pool, you will not be allowed to enter again without payment. *The Aquatics Supervisor reserves the*

*right to deny entry if the pool has reached capacity, or if entry would otherwise be a detriment to the main purpose of serving the citizens.*

**10. How do we change the thermostat?** The thermostat is located in the room which holds the tables and chairs. Every effort is made to ensure that the temperature stays at a comfortable level, however we understand variations in weather conditions occur. Please adjust thermostat as necessary, however remember to return it to set point upon departure. In order to kick the units on, there are two timers. One is located in the main clubhouse room, and the other is in the hallway near the restrooms. Turn the knobs clockwise until they will not turn anymore. This will turn the unit on to the temperature you have selected.

**11. What decorations can we use?** Decorations should be freestanding, and not interfere with the building structure. Please do not fasten or adhere (in any way) decorations to the walls or ceiling. The ceiling tiles have been known to fall in the past when decorations are affixed to them, causing injury to guests. Failure to follow decorating guidelines may result in a forfeiture of security deposit. We suggest balloons and table centerpieces to compliment your event.

**\*\*If you have questions pertaining to your reservation or contract, or would like more information on reserving the Clubhouse, please contact the city receptionist at 210-653-9140, ext. 2200.**