

Buccaneer Villa North Swim and Tennis Club



8330 Patricia Street
Chalmette, La. 70043

Rental Policy

The following Rental Policy contains important information regarding the use of the Buccaneer Villa North Swim and Tennis Club (Club) clubhouse. It is imperative that you read and review the items listed. If you have any questions regarding the policy and its guidelines please discuss them with the Club representative.

- 1) **Application:** All clubhouse rentals will require an application. No rental shall be considered until a completed and executed application is submitted with appropriate fees, including the necessary security deposit. All clubhouse rental applications are subject to approval.
- 2) **Rental Fee:**
 - a) 3 hour party - \$440.00
 - b) 4 hour party - \$540.00Rental fees must be paid in full at least 60 days prior to the rental date or with the application, whichever is sooner.
- 1) **Security Deposit:** \$150.00
As stated above, the security deposit is due at the time of the application. All money shall be returned if the application is not approved. The security deposit will be returned within 14 days after your function providing that all of the guidelines have been adhered to and/or subject to any damages or miscellaneous expenses incurred during the rental period. If damages occur that are more than the security deposit, the applicant agrees to either perform the repairs to the Club's satisfaction, or pay for the cost to repair.
- 2) **Cancellation Policy:** A written cancellation request must be received by the Club. Refunds will occur as follows:
 - If written cancellation is received greater than 60 days prior to the rental date - a full refund of rental fees and security deposit.
 - If written cancellation is received between 46 and 60 days of the rental date - a full refund, less \$100.00 cancellation fee.
 - If written cancellation is received between 15 and 45 days of the rental date - a full refund, less \$200.00 cancellation fee.
 - If a written cancellation is received 14 days or less of the rental date - no refund will be given, except the security deposit.
- 3) **Time:** Each rental will be for a 3 or 4 hour duration. Additional time (over the 4 hour rental time) is subject to approval by a Club representative at a cost of \$100.00 an hour, for no more than 2 additional hours.

- 4) **Hall Set Up:** The clubhouse will be set up based on the renting party's written request and diagram.
- 5) **Decorations:** Decorations shall be limited to tables only. No wall or ceiling decorations will be allowed.
- 6) **Custodial Services:** All rentals include set up time for your event, on site Club representative presence at/during your function, and the breakdown of tables, etc. at the conclusion of your function.
 The renting party is responsible for the clean-up of the clubhouse area, making sure all rubbish gets into trash bins. **This is critical to security deposit refund.** Renting party is responsible for the complete clean-up of the kitchen and bar areas. Countertops should be washed, ovens, stove tops, and microwaves should be cleaned. All floors should be swept, and trash placed in the outside dumpster. Do not leave food, condiments, or leftovers in the refrigerator or freezer without approval. **These conditions are critical to security deposit refund.**
 - 1) **No Cooking or Grilling:** Only the preparation of cold foods and warm up of pre-cooked hot foods will be allowed.
 - 2) **No Smoking:** The clubhouse is a NO SMOKING facility. This condition will be strictly enforced. Any violation of this rule may forfeit your security deposit and the particular party may be asked to leave if they fail to adhere to this requirement.
 - 3) **Indemnification/Hold Harmless:** The renting party, by executing this application, shall agree to indemnify and hold harmless the Club, its agents, servants, employees, and Executive Officers from and against any and all claims, damages, losses, and expenses, including attorney fees, resulting from the renting party's use of the facilities.
 - 4) **Alcoholic Beverage Policy:** If alcohol is to be served, the following guidelines will be upheld:
 - a) Renting party must provide at least 2 designated drivers for those in need at the end of the function.
 - b) The Club Representative may, in their sole discretion, refuse alcoholic beverage to any person or close the bar in its entirety.
 - c) Police Detail – A one man police detail will be arranged by the Club to be on call, at the clubhouse, for the duration of your use of the facility. The cost of the detail will be added to your rental fee at the current rate of police details.

This hall rental agreement may be amended to fit the particular needs of the renting party. This would require the approval of the Board of Directors.

 Applicant signature

 Date

 Buccaneer Villa North Swim and Tennis Club

 Date