



Independence Hall Clubhouse Rental Information

RENTAL PACKET OVERVIEW

This packet outlines the guidelines, costs & responsibilities adopted by Independence Hall (the "Community Association") associated with an outside rental of the Independence Hall facility for a private event.

PERMITTED EVENTS

The following types of events are generally permitted:

- Baby Showers
- Bridal Showers
- Weddings & Wedding Receptions
- Christmas Parties
- Confirmation Parties
- Anniversary Parties
- Communion Parties
- Birthday Parties
- Reunion Parties
- Business Meetings/Events

*If a member is interested in any other type of event, other than one of the above, he/she may contact the Clubhouse General Manager of Independence Hall and provide details about the purpose and nature of the event for consideration by the Council of the Community Association, which has the exclusive right to review, approve and disapprove the desired event.

FACILITY USAGE DESCRIPTION

The following is a description of the Clubhouse facilities which are included in an approved rental:

Clubhouse Capacity & Operating Hours

Capacity: 168 seat-down event

225 cocktail party

The number of attendees must conform to the limit of occupants established by the Fire Marshall.

Operating Hours

Monday – Friday 7:00am – 12:00am

Saturday – Sunday 6:00am – 12:00am

Permitted Clubhouse Rental Usage Areas

- Ballroom
- Catering Kitchen
- Lounge & Seating Area in Hall
- Bar Area (no glassware)
- Men's & Women's restroom facilities outside of Ballroom
- Parking lot to the Clubhouse
- Patio area directly adjacent to the Ballroom
- Activities Room

Restricted Clubhouse Areas – NOT for Rental Usage

- Weight room and any exercise equipment
- Management Office
- Pool and pool area
- Executive Board Room
- Indy member room at entry
- Tennis Court
- Dog Park
- Men's and Women's locker facilities
- Yoga Room
- Kitchen behind the bar
- Game room, pool tables, card tables

Clubhouse Fee Schedule

The following is the Clubhouse Fee Schedule:

EVENT TYPE	GENERAL	DEPOSIT
<u>Large Scale Event on Saturday Night</u>		
Damage Deposit		\$500
Ballroom Rental	\$3200	
Bar/Lounge Area	\$500	
Friday Set-Up	\$350	
Multi-Purpose Room	Included	
Grounds for wedding	\$350	
<u>Large Scale Event Sunday – Friday</u>		
Damage Deposit		\$500
Ballroom Rental	\$1700	
Multi-Purpose Room	\$150	
Clubhouse & Bar/Lounge Area	\$2050	
<u>Meeting Only/No Food</u>		
Damage Deposit		\$500
Hourly Rate/3 hour minimum (Sunday-Friday)	\$180	
Hourly Rate/3 hour minimum (Saturday)	\$280	
Multi-Purpose Room/2-hour minimum	\$85	

Deposit is refundable as long as there is no damage or violations after the post-event inspection

Large Scale Event pricing includes a Hall Representative on-site for the event (maximum of 6 hours)

CLUBHOUSE CONTACTS & INVENTORY

Emergency Contact – SeaScape Property Management: 302-645-2222

During Normal Business Hours – Seascape Property Management: 302-645-2222

Clubhouse General Manager: Kim Wise kwise@seascapepm.com

Chairs: 168

Table Count:

5 foot rounds: 26

6 foot rounds: 2

½ rounds: 8

Rectangle (95"x18"): 45

Clubhouse Rental Rules and Regulations

The following general rules and regulations are to be adhered to as part of the rental agreement and should be followed at all times during the rental event:

- Rentals must not begin before 7am and must terminate no later than 12:30am on the rental day, including clean-up of the facilities
- Events are limited to a maximum of six (6) hours
- A **Clubhouse Access Package** must be obtained from the Management Office prior to the event
- Facility is to be secured following the event and the Access Package left in the "Office Drop" following the event
- **The Clubhouse is smoke-free.** Smoking is prohibited in all inside areas
- Persons under sixteen (16) years of age attending the event must be accompanied by a parent or guardian over the age of twenty-one (21)
- Consumption of alcohol at the event is the responsibility of the Renter and absolutely NO person under the age of twenty-one (21) is permitted to consume alcohol on the Community Association's property at any time.
- Absolutely NO glass or breakable containers are permitted outside of the Clubhouse
- The pool will remain open to residents of the Community during any event
- **The use of smoke or fog machines is prohibited as they will cause the fire sprinkler system to malfunction. Use of smoke or fog machines will result in an automatic fine of \$500.00 against the Renter.**
- **If a caterer is being used for the event, the caterer must provide a Certificate of Insurance naming the Community Association as an additional insured. The Renter must obtain and provide this information to the Community Association prior to the event.**
- Renter is responsible for own food, drinks, utensils, paper products, etc. and may not use any supplies/food that are stored in the Clubhouse.
- Food and drink may not be taken outside of the Clubhouse area.
- There shall be no extraordinary electrical power requirements.
- No grilling, outdoor cooking or barbecuing is permitted.
- Renter must remove leftover food and beverages from all areas, including refrigerator and warming oven. Renter must cleanup and properly dispose of all garbage in exterior trashcans.
- Noise levels, especially live or recorded music, must be kept at reasonable levels to avoid disturbing residents near or within other areas of the Clubhouse.
- Catering is permitted and prior arrangements must be made with the Renter in order to facilitate early access, if necessary.

- No smoking is allowed in the Clubhouse. Smoking is limited to the outside of the Clubhouse. Renter is responsible for cleanup/removing all cigarette butts from surrounding grounds.
- Parking is limited to the parking lot servicing the Clubhouse. Renter will be responsible for violations of parking rules by their guests.
- Noise levels from guests must be kept minimal (i.e. no slamming of car doors, honking horns, etc.)
- The applicant agrees to leave the facilities in the same condition and the furniture set up at it was originally arranged. Furniture must be carried, not dragged or pulled on the floor when being moved.
- All activities must be conducted within the confined of the Clubhouse unless special permission is granted.
- Decorations are limited to table decorations ONLY. No tacks, scotch tape, pins, etc may be used on the walls, woodwork or ceilings.
- Pets are not permitted on the Clubhouse property.
- The Association is not responsible for any property of an owner that is left after the party.

Main Clubhouse

- Close and lock all doors;
- Turn off lights, water, fans;
- Remove all decorations, including flowers installed for the event;
- Identify any damage (e.g. – stains on carpet/chairs) in writing and send to the attention of Management immediately following the event.

Kitchen

- Clean all equipment and belongings used that belong to Indy and return to proper place;
- Pick up paper and any other debris on floor and put in trash containers; and
- Remove any used food and other equipment brought in for the event.

Restrooms

- Pick up any paper on floor and put in trash container;
- Make sure lights and faucets are off.

Trash

- Place trash bags in dumpster in the parking lot, exit from catering kitchen.