



Tapps Island Association
20818 Island Park Way E., Lake Tapps, WA 98391

ISLAND LODGE
by Al Lago



Member: Clubroom / Park Rental Agreement

Coordinator -(253) 350-4249 Email: tappsislandlodge@gmail.com Island Lodge by Al Lago-(253) 862-6641

Name _____ Lot # _____
Address _____ City _____ Zip _____
Phone _____ Date of Event _____ Time of Set-up _____
Event Begins _____ Ends _____ Description of Event _____

AREAS BEING RENTED:

Clubroom Park

Expected attendance _____ ▶ Clubroom maximum capacity - 65 people
▶ Park maximum capacity - 120 people

Catered Event? Yes _____ No _____ If Yes, # of Guests _____ (Number of guests may be revised up to seven (7) days prior to event). Please contact Island Lodge for catering details.

All catering services will be provided by the Island Lodge by Al Lago's professional staff, no outside caterers are allowed.

FEES (Deposit & Rental Fees must be paid and Rental Agreement signed to reserve your date):

Refundable Damage Deposit	\$200.00	\$ _____
Wedding Consultation Fee	\$100.00	\$ _____
Wedding Rehearsal Fee (1 hr)	\$100.00	\$ _____
Wedding Ceremony Fee for 50 Guests or Less (+\$5pp over 50)	\$300.00	\$ _____

A Bartender is required when serving alcoholic beverages at your event.

▶ Per Liquor Control Board, no outside alcoholic beverages are allowed to be brought in by members or their guests.

Clubroom Rental: 5 Hour Rental—\$50 each additional hour

Monday - Thursday

Daytime 9 am - 3 pm or Evening (5 pm—10 pm)	\$300.00	\$ _____
Full Day 9 am - 10 pm	\$700.00	\$ _____

Friday, Saturday, Sunday & Holidays:

Daytime 8 am - 3 pm	\$300.00	\$ _____
Evening 5 pm - midnight	\$400.00	\$ _____
Full Day 8 am - midnight	\$700.00	\$ _____

Adding 1/4 of Deck to Clubroom rental	\$300.00	\$ _____
Adding 1/2 of Deck to Clubroom rental	\$600.00	\$ _____

Park Rental 5 Hour Rental—\$50 each additional hour

50 people or less

Daytime 8 am - 3:00 pm or Evening 5 pm - Dusk	\$150.00	\$ _____
Full Day 8 am - Dusk	\$300.00	\$ _____

50+ people

Daytime 8 am - 3:00 pm or Evening 5 pm - Dusk	\$300.00	\$ _____
Full Day 8 am - Dusk	\$600.00	\$ _____

Date paid _____ Amt. Pd. _____ Cash Ck Cr. Card Staff Initials _____

Continued on back

CLUBROOM/PARK RENTAL AGREEMENT

EVENT & WEDDING INFO

Whether it is accommodating our members' golf and social needs, catering events for weddings, or facilitating events for local clients we know how to make your event the finest it can be. From our outdoor Park to our Clubhouse facility, both overlooking beautiful Lake Tapps with stunning Mount Rainier views, it is easy to see why Tapps Island is the perfect location for your special occasion. Our catering menu can be custom designed to fit any style and budget. Our friendly, professional staff will put you at ease and ensure that you and your guests enjoy the event of your dreams.

FOOD SERVICE

All catering services will be provided by our excellent staff at the Island Lodge with the exception of wedding or birthday cakes. Please see the catering menu for food choices. If you do not see what you are looking for, please let us know and we will be happy to customize a menu for you. 20% Service Fee is added to your total bill. 80% of that is retained by the staff that served you, 20% goes to culinary staff. **No outside caterers are allowed to cater on Tapps Island.** Family functions may have their own BBQ picnic in the park, but Corporate functions and large parties must be catered through Island Lodge.

Catering arrangements must be made at least two (2) weeks in advance of the rental date. Please contact the Island Lodge by Al Lago for catering details. **The actual number of guests must be confirmed at least seven (7) days prior to your event. The final bill is due at the conclusion of your event.**

Due to regulations spelled out by the Washington State Dept. of Health, if The Island Lodge by Al Lago is providing food for your event, no outside food will be allowed to be brought in by you or your guests.

BEVERAGE SERVICE

As a full service beverage facility, we are happy to help you with your beverage choices. Bartenders are also available to host your bar for a minimum of three hours at \$30 per hour. **No outside alcoholic beverages will be allowed to be brought in by members or their guests.**

WEDDING REHEARSALS

All wedding ceremonies booked at Tapps Island will receive a one hour rehearsal at the ceremony site for \$100. Typically this is booked on a week night and is subject to availability. Please call Island Lodge Catering to book your rehearsal up to 30 days in advance. Rehearsal dinner packages are also available upon request.

FACILITY USAGE

Rental of the Clubroom and/or Park areas are for use of that area only. GUESTS OF RENTAL GROUPS MAY NOT USE THE SWIMMING POOL, JACUZZI OR WEIGHT ROOM. THESE AREAS ARE RESERVED FOR USE BY TAPPS ISLAND MEMBERS ONLY.

Guests may not staple or tack anything into the walls while decorating or using the Clubroom. If the Clubroom walls or ceiling need repair after your event, the deposit will be used to cover the cost of repairs.

Tapps Island is a family community; therefore, no adult entertainment will be allowed on the premises.

RESIDENTS' FACILITY USAGE

Members may sponsor non-resident events for immediate family members such as their children or grandchildren only. All other non-resident events will be charged non-resident rates.

The rental deposit will be refunded if the rented area is left in the same way that it was found. Cleaning includes picking up debris in the Park. (sanitary cleaning of restrooms will be done by Association staff).

TO SECURE YOUR DATE

Receipt of this signed agreement, and payment of the deposit and rental fees will secure your date; and also indicates that, as the sponsoring member, you agree to be present at this event and assume all risk and liability arising from the rental and use of the premises, and agree to hold Tapps Island Association harmless from any and all damages or injury arising from the use of the property. If play toys, 'bouncy' toys, water slides, etc., are brought in for use at this event, you agree to release, and hold harmless, Tapps Island Association and Island Lodge by Al Lago from any and all injury or damage that might occur from use of these items. You must also provide the Association a copy of the Insurance covering your event for the use of these play toys.

You agree to provide the necessary supervision of children. The use of fireworks is prohibited unless preapproved and can only be executed by a Washington State licensed pyrotechnic company. The Clubroom maximum capacity is 85 and closes at 10 pm Monday - Thursday, 11:00 pm Friday, Saturday & holidays, and 8pm on Sundays (later hours may be allowed if approved in advance by Tapps Island staff). The Park maximum capacity is 120 and closes at dusk.

The damage deposit will be returned within three weeks after your event, less any charges for damages or any other charges incurred, to the address on the front of this agreement, unless otherwise notified. If any damage or theft occurs on Tapps Island property, you will be responsible for the entire amount of repairs or replacement, even if it exceeds the amount of the deposit.

CANCELLATION POLICY

The deposit & rental fee are non refundable if cancelled within 30 days of your scheduled event. In the event that the facility can be rented again for that date, your fees may be refunded. If you cancel wedding catering within 30 days of the event you will be responsible for 50% of the catering bill. If you cancel within 15 days you will be responsible for 100%.

RESIDENT'S SIGNATURE _____ DATE _____