



Non-Member: Clubroom/Park Rental Agreement

Email - tappsislandlodge@gmail.com Island Lodge by Al Lago - (253) 862-6641 X2

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

AREA(S) BEING RENTED:

Clubroom **Park**

Expected attendance _____
 ▶ Clubroom maximum capacity - 65 people 100 Including Deck Area
 ▶ Park maximum capacity - 120 people

Renter agrees to pay catering costs for _____ guests as a guaranteed count, (may be revised up to seven days prior to event).

All rentals must use our catering services. Catering will be done by our professional catering staff. Please contact Island Lodge by Al Lago for details.

FEES (Deposit & Rental Fee must be paid & rental agreement signed to reserve your date):

Refundable Damage Deposit \$ 500.00 \$ _____

Wedding Consultation Fee \$ 200.00 \$ _____

Wedding Rehearsal Fee (1 hr) \$ 200.00 \$ _____

2 Hour Park Rental for Ceremony \$ 500.00 \$ _____

- A Bartender is required when serving alcoholic beverages at your event.
- No outside alcoholic beverages will be allowed to be brought in.

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

Monday - Thursday

Daytime (8 am - 3 pm) or Evening (5 pm - 10 pm) \$ 450.00 \$ _____
 Full Day (8 am - 10 pm) \$1,800.00 \$ _____

Friday, Saturday, Sunday & Holidays

Daytime (9am - 3 pm) \$ 650.00 \$ _____
 Evening (5 pm - 10 pm) \$1,400.00 \$ _____
 Full Day (9 am - 10 pm) \$2,000.00 \$ _____

Adding 1/4 of Deck to Clubroom rental \$ 650.00 \$ _____

Adding 1/2 of Deck to Clubroom rental \$1600.00 \$ _____

Park Rental: 5 Hour Rental—\$100 each additional hour

Monday - Thursday

Daytime (9 am - 3 pm) or Evening (5 pm - Dusk) \$1,000.00 \$ _____
 Full Day (9 am - Dusk) \$1,800.00 \$ _____

Friday, Saturday, Sunday & Holidays

Daytime (8 am - 3 pm) or Evening (5 pm - Dusk) \$2,000.00 \$ _____
 Full Day (8 am - Dusk) \$3,000.00 \$ _____

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

Prices subject to change

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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 non-resident groups must cater their event through Island Lodge by Al Lago, 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, 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

Catering arrangements must be made at least two (2) weeks in advance of the rental date. Please contact Island Lodge by Al Lago for catering details at 253-862-6641 x2. **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.**

BEVERAGE SERVICE

As a full service beverage facility, we are happy to help you with your beverage choices. Beverages and Cocktails can be delivered from the restaurant bar by staff. Bartenders are also available to host your bar for a minimum of three hours at \$30 per hour plus gratuities. **No outside alcoholic beverages will be allowed to be brought in by sponsors or their guests.**

WEDDING REHEARSALS

All wedding ceremonies booked at Tapps Island will receive a one hour rehearsal at the ceremony site for \$200. Typically this is booked on a week night and is subject to availability. Please call the events coordinator 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.

TO SECURE YOUR DATE

Receipt of this signed agreement, deposit and rental fee will secure your date and indicates that you agree to 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 your 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. The Clubroom maximum capacity is 65 and closes at 10 pm Monday-Thursday, 11pm on Friday, Saturday & holidays, and 8 pm on Sundays (later hours may be allowed if approved in advance by the event coordinator). The Park maximum capacity is 120 and closes at dusk.

The damage deposit will be refunded 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% of the bill.

Sponsor's Signature _____ **Date** _____