

North Shores Improvement Association (NSIA) Rental Contract

Printed Name of Renter (include Company or Organization, if applicable, and primary contact name):

Mailing Address: _____

Phone: (mobile): _____ Phone: (Other): _____

Email Address: _____ URL (if applicable): _____

Type of Event (Please include title if applicable and description):

Special Requests:

Date and time of use. If multiple days, include details of start and end times each day, and include set-up and post-event clean-up in the start/end times.

Day of the week	Date: xx/xx/xxxx	Start time (including set-up)	End time (including post clean-up)

Please note the pricing below. If you need to discuss specific pricing and availability, email NSIArentals@gmail.com and NSIAflorida@gmail.com.

North Shores Improvement Association (NSIA)

Renter Name: _____ Date(s): _____

Facility	Size	Hourly Rate (members 10% off)	½ Day Rate 4 Hours Max (members 10% off)	Daily Rate More than 4 hours (members 10% off)
Community Center 120 Meadow Ave St Augustine, FL 32084	1400 sq ft meeting space includes full kitchen, restrooms, moveable buffet Capacity 75 seated or 100 standing 75 chairs / 12 tables provided	\$50 per hour No Cleaning Fee No Security Deposit	\$175 for ½ day Max 4 hrs: morning, afternoon or evening No Cleaning Fee Security Deposit: \$100 (Refundable, subject to inspection)	\$350 per day or \$300 per day for multiple days 5 hours or more Cleaning Fee: \$75 Security Deposit: \$200 (Refundable, subject to inspection)
Firehouse 3101 1 st Street St Augustine, FL 32084	667 sq ft meeting space includes full kitchen, restrooms (40 seated or 75 standing) 40 chairs / 12 tables provided	\$35 per hour No Cleaning Fee No Security Deposit	\$125 for ½ day Max 4 hrs: morning, afternoon or evening No Cleaning Fee Security Deposit: \$100 (Refundable, subject to inspection)	\$250 per day or \$200 per day for multiple days 5 hours or more Cleaning Fee: \$75 Security Deposit: \$200 (Refundable – subject to inspection)

** Recurring events – speak to rental manager

Rental Fee Calculation: **Rental Fee – Member 10% off + Cleaning Fee + Refundable Deposit = Total**

Facility	Rental Fee	10% off for Members	Cleaning Fee	Refundable deposit	Total
Community Center					
Firehouse					
Membership fee					
Total					

NSIA Membership: Northshoresfl.com



North Shores Improvement Association (NSIA)

Renter Name: _____ Date(s): _____

Rules of Use: Please initial each box to indicate that you have read and agree to comply.

1. _____ Reservations for use of the space must be confirmed by NSIA Rental Manager. The deposit, if applicable, is due at the time of signing the contract. Final payment is due 14 days prior to the event. Failure to fulfill the contract and the Rules of Use will result in forfeiture of the deposit. The User is responsible for any liability incurred during use of the facilities and agrees to hold NSIA, its members, and Board members harmless. Proof of insurance may be requested, if applicable.
2. _____ NSIA is a not-for profit, 501©(3) tax exempt organization that is neutral and non- partisan. Therefore, the *Community Center* and/or *Firehouse* cannot be used for anything that is not consistent with the 501 ©(3) tax exempt status.
3. _____ The Lessee(s) shall indemnify, defend, and hold North Shores Improvement Association (NSIA), its officers, employees, and agents harmless from any, and all, liabilities, claims, actions, causes of action, (including tort-based, contractual, injunctive, and/or equitable), demands, judgments, damages, costs or expenses (including without limitation reasonable attorneys' fees and court costs), losses (including personal and/or real), and bodily injury, suits, administrative actions, arbitration, or mediation, whether or not involving third party claim, arising out of or in connection with: (1) any personal injury, property damage, death or other liabilities of whatever kind or nature, that arise from, originating from, are related to or are in any way connected with, or associated with, or growing out of (directly or indirectly), the provisions and obligations set forth in this Agreement, or the rental and use of the Facility by Lessee(s), guests or invitees, including without limitation and to the full extent permitted by law, any Claims in which it is asserted and/or proved that NSIA, its directors, officers, employees, agents or representatives, was itself negligent or otherwise at fault; or (2) any breach of any of the representations, warranties, covenants, obligations or duties contained in this Agreement; or (3) any violation of any federal state or local laws, rules or regulations. Moreover, the Lessee(s) shall indemnify, defend, and hold NSIA, its directors, officers, employees, an agents harmless from any, and all, claims, losses, costs, suits, and administrative actions, arbitration, or mediation from, or incident to, connected with, associated with, or growing out of the provisions and obligations set forth in this Agreement which may arise or accrue by reason of the use of the Facility by Lessee(s) and/or guests of the, and/or are the direct and/or indirect negligent or intentional act or omissions associated with the rental and use of the Facility. This provision relating to Indemnification is separate and apart from, and is in no way limited by any insurance provided by the Lessee(s), pursuant to this Agreement, or otherwise.
4. _____ The Lessee(s) hereby agree to assume all responsibility for insurance respecting the facilities during use under this Agreement, and to assert no claim of coverage under any insurance policy of North Shores Improvement Association (NSIA) during the period of such use. Further, the Lessee(s) shall maintain event insurance on the rental premises to insure against any losses arising from or in connection with any action resulting in harm or damages by the Lessee(s), his or her guests, invitees, or employees on or about the rental premises. The Lessee(s) must provide proof of purchased event insurance by the date of signing of this contract, if applicable.

North Shores Improvement Association (NSIA)

Renter Name: _____ Date(s): _____

Rules of Use: Please initial each box to indicate that you have read and agree to comply.

5. _____ North Shores Improvement Association (NSIA) is held harmless from endorsing any event. Any endorsement agreement must be confirmed with NSIA Board and approved prior to the event date.
6. _____ The adult Lessee(s) sponsoring the private function (Event) shall be present at all times during the Event. The Event sponsors agree to abide by all State laws, in particular the laws relating to the consumption of alcoholic beverages by minors. Occupancy of the Community Center for your private function is limited to one hundred (100) persons, and the occupancy of the Firehouse for your private function is limited to seventy-five (75) persons.
7. _____ Proof of insurance may be required depending on the type of event and would include North Shores Improvement Association as an additional insured. The proof of insurance must be provided before the event or NSIA has the right to cancel the event.
8. _____ The User agrees to abide by all Local, State and Federal laws, including but not limited to– the noise ordinance, parking laws, etc. Parking is limited to the grounds of the Community Center/Firehouse and beside the tennis court behind the center unless otherwise agreed upon by NSIA
9. _____ No smoking and no lit candles inside the building. Decorations must be stand-alone and not attached to the walls, lighting, etc. Decorations can be placed on the tables. Damage due to decorations or misuse, , will forfeit your security deposit.
10. _____ The building must be vacated at the date and time agreed upon in the contract.
11. _____ The building must be left in the condition as before use. All trash must be bagged and removed to the appropriate garbage can behind the building, floors must be swept, and kitchen cleaned, including the refrigerator. If your garbage exceeds the garbage barrel capacity, it must be taken away by the renter. Anything left behind is not the responsibility of the NSIA. Please do not leave any food or decorations at the Community Center/Firehouse. Checklist attached.
12. _____ After use, the Center will be inspected, and the deposit, if applicable, will be returned if the condition of the Community Center/Firehouse is satisfactory.
13. _____ Cancellation Policy:
 - a. Cancellation is free until 14 days before the event date.
 - b. Cancellation 13-1 days before the event will result in a forfeit of your deposit.
 - c. Cancellation 24 hours or after results in a full forfeit of your payment

North Shores Improvement Association

Please remit checks to:

North Shores Improvement Association
120 Meadow Avenue
St. Augustine, FL 32084

Date(s) of rental: _____

Deposit received on date: _____ Final Payment due on date: _____

Printed Name of User (company/Organization/Individual):

Responsible /Authorized Contact:

Print Name: _____

Signature: _____ Date: ____/____/____

NSIA Rental Manager or designated NSIA Board member:

Print Name: _____

Signature: _____ Date: ____/____/____

CHECKLIST UPON COMPLETION OF RENTAL

- Trash:
 - Remove all trash (including bathrooms) and place in the outside trash barrels. Community Center barrels are located directly behind the building and Firehouse barrels are located by the front stairs.
 - Do not overflow garbage barrels (you are responsible for removing excess debris).
- Sweep all floors.
- If anything is moved, please return to the original position. **Please do not drag the furniture on the floor.**
 - Community Center: Place all chairs on the west side of the wall. The table cart goes on the same wall in front of the table closet. Excess tables go into the table closet next to the bathrooms.
 - Firehouse: Place all chairs on the east side of the wall.
- Tables/chairs moved outside:
 - Wash the tables/chairs, including the legs.
 - Return the tables/chairs to the original position.
- Ensure bathrooms are left in good condition and dispose of the trash.
- Remove all signage/decorations inside and outside. Signage must be standalone. **No decorations/signage on the walls or ceilings.** Damage forfeits the security deposit.
- Kitchen (No paper products supplied):
 - If used, clean the kitchen – sweep the floor; clean counters, sink, appliances, and refrigerator. Dispose of trash.
 - If used, unplug and clean the coffee pots.
 - Confirm the stove and oven are turned off.
 - Kitchen products are the property of NSIA. Items you can use:
 - Non-paper products such as utensils, bowls, plates
 - On the counter: coffee pots (you must provide your coffee, creamer, and sugar)
 - Stove, oven, and microwave (must be cleaned)
 - Refrigerator (remove all food/drinks)
- Set the temperature to the appropriate setting as indicated on the thermostat.
- Turn off all lights.
- Confirm the door(s) are LOCKED when leaving.
- Send a text to _____ when you have completed using the facilities.