

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): _____ Email Address: _____

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

Payment Type: _____ Check or _____ PayPal/Credit Card

Email address to send PayPal/Credit Card Link: _____

Special Requests:

Date and time of use including set-up and post-event cleanup.

If multiple days, include details of start and end times each day

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 or NSIAflorida@gmail.com

North Shores Improvement Association (NSIA) Rental Contract

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 movable 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 consecutive days 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 consecutive days Cleaning Fee: \$75 Security Deposit: \$200 (Refundable – subject to inspection)

**Recurring events – speak with 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



North Shores Improvement Association (NSIA) Rental Contract

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 Lessee(s)/Renter 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. The Community Center and/or Firehouse cannot be used for the purpose of raising funds for other than a charitable cause or that is a benefit to our community.
3. _____ The Lessee(s)/Renter 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.

North Shores Improvement Association (NSIA) Rental Contract

Renter Name: _____ Date(s): _____

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

4. _____ The Lessee(s) shall assume full responsibility and liability for all activities and incidents occurring during the rental period. Depending on the nature of the event, NSIA may require the Lessee(s) to provide a certificate of insurance naming North Shores Improvement Association, 120 Meadow Ave, Saint Augustine, FL 32084 as an additional insured. Examples may include weddings or large events serving alcohol. This proof of insurance must be submitted prior to the scheduled event. Failure to provide the required documentation may result in cancellation of the event at NSIA's discretion.
5. _____ 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.
6. _____ The Lessee(s) 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 unless otherwise agreed upon by NSIA.
7. _____ The buildings must be vacated at the date and time agreed upon in the contract.
8. _____ The buildings must be left in the condition as prior to use. All tables and chairs must be returned to their proper locations. Floors must be swept and the kitchen cleaned, including the refrigerator. All items brought in by the Lessee(s) must be removed from inside the building and from the outside areas at the date and time agreed upon by NSIA. Any items left behind are not the responsibility of NSIA. Leaving items to be picked up at a later date or time will result in forfeiture of the security deposit unless prior arrangements made with NSIA. Checklist attached.
9. _____ All trash must be removed from the buildings at the end of the rental period. **Full-day rentals are required to remove all trash from the premises.** Failure to do so will result in forfeiture of the security deposit. Rentals less than five (5) hours must place all **bagged** trash in the outside garbage cans.
10. _____ Any items removed from the buildings—including tables, chairs, and the Community Center table cart—must be fully cleaned, dried, and returned to their proper locations inside the buildings. Any items moved outside (including benches, picnic tables, or other furnishings) must be returned to their original location. Failure to comply will result in forfeiture of the security deposit.

North Shores Improvement Association (NSIA) Rental Contract

Renter Name: _____ Date(s): _____

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

11. _____ No smoking, vaping or lit candles inside the building. Decorations must be stand-alone and not attached to the walls, ceiling, lighting, floors, etc. Decorations can be placed on the tables. Damage due to decorations or misuse, will forfeit your security deposit.
12. _____ Signs posted outside the facility are permitted **only during the active rental period**. All signage must be removed promptly at the conclusion of the event. Signage is not permitted to remain posted when the event is not actively taking place.
13. _____ No animals, except for service animals, are allowed inside the buildings. The Renter is responsible for ensuring compliance with this requirement and preventing the entry of any non-service animals into the facility.
14. _____ For Recurring Rentals either party may terminate this Agreement with ten (10) days written notice. Upon termination, the renter shall vacate the premises, remove all personal belongings, and return any property belonging to NSIA.
15. _____ For Recurring Rentals, monthly rent is due on the 1st day of each month and no later than the 5th to avoid late fees, covering that current month's occupancy. Payment must be made in advance—not retroactively.
16. _____ After use, the building will be inspected, and the deposit, if applicable, will be returned if the condition of the Community Center/Firehouse is satisfactory.
17. _____ Cancellation Policy:
 - a. Cancellation is \$50 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 within 24 hours of the rental results in a full forfeit of your payment.

North Shores Improvement Association (NSIA) Rental Contract

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: _____

Deposit Amount Received: _____ Deposit Method of Payment: _____

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: All trash must be removed from the buildings at the end of the rental period. **Full-day rentals are required to remove all trash from the premises.** Rentals of less than five (5) hours must place all **bagged** trash in the outside garbage cans. Failure to do so will result in forfeiture of the security deposit
- Sweep/Mop all floors.
- If anything is moved, please return to the original position. **Please do not drag the furniture on the floor.** . In the Community Center tables are placed in the table cart and closet and the chairs are stacked along the west wall (facing the pickleball court). In the Firehouse tables are placed in the restroom hallway and chairs are stacked along the east wall (facing the parking lot).
- Any items removed from the buildings—including tables, chairs, and the Community Center table cart—must be fully cleaned, dried, and returned to their proper locations inside the buildings. Any items moved outside (including benches, picnic tables, or other furnishings) must be returned to their original location.
- Bathrooms: 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, ceilings or floors. 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, wash, dry and return dishes to their original location.
 - 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), cleaning any spills
- Ensure all items, inside and outside the building, are removed from the premises at the end of your rental period. Any items left behind are not the responsibility of NSIA.
- All signage associated with a rental event, inside and outside must be removed at the conclusion of the event. Signage is not permitted to remain posted when the event is not actively taking place.
- Thermostat: When leaving, set the thermostat to cool at 80 degrees in the summer and heat at 60 degrees in the winter.
- Turn off all lights and fans
- Confirm the door is **LOCKED** when leaving. To lock the door using the keypad, press the top Lock button.

Thank you for renting with NSIA!