



Orange County Sportsmen's Association
PO Box 690367
Orlando, Florida 32869
Tel: 407-876-2010 Fax: 407-876-7309
www.ocsclub.com

LAKE SHEEN HALL
OCSA Rental Facilities Agreement
(Large Clubhouse on North side of the property)

The facilities of the **Orange County Sportsmen's Association (OCSA)** are for the exclusive use of OCSA members and their guests. Undersigned **MEMBER MUST BE PRESENT** during the entire function. Member is responsible for their guest's behavior at all times.

Today's Date: _____

Member Name: _____ Member Number: _____

Cell Phone: _____ Email Address: _____

Type of Function: _____ Number of Guests: _____

Date Requested: _____ Time: _____ to _____
(Rental rate includes 6 hours of total event time, including setup and breakdown)

Number of Tables: _____ 60" rounds _____ 72" rectangles _____ chairs

ADDITIONAL FEE'S

All events are for 6 hours of usage including
decorating/set-up/clean-up. Each additional hour/partial hour: \$35.00

Additional Labor Charges if before or after normal operating hours
(Each hour or part thereof) \$35.00

Wedding/Wedding Reception Premium \$500.00

A 50% deposit is Required to Secure Date and Times

Estimated Costs

<u>Facility Rental</u>	\$1500.00
(Maximum Capacity 150 people)	
Additional Event/Meeting Hours (\$35 per hr/partial hr over 6 hrs)	_____
Additional Labor Hours (\$35 per hr/partial hr past closing time)	_____
Wedding/Wedding Reception Premium (\$500)	_____
Total	_____
50% DEPOSIT	(_____)
<u>Total due 14 days prior to event</u>	_____

Event date is not reserved until required deposit and signed contract are received

You will be assessed the following for staying past the contracted end time:

1. \$375 for every hour or partial hour past end time on contract
2. \$35 for every hour or partial hour for labor charges
3. A violation will be issued and could result in the loss of membership

NOTE: No one can be on the property after 11PM

No glitter, confetti, water balloons, paint or chalk are allowed. A \$300 charge will be assessed if this rule is not followed.

No inflatables (bounce houses, slides etc.) or motorized (carousels etc.) entertainment devices are permitted.

All doors and windows must remain closed when music is being played.

RESERVATION DATE

Event date is not reserved until required deposit and signed contract are received.

CANCELLATION POLICY

All cancellations are to be made at least 60 days prior to the event. All cancellations must be in writing. No refunds will be issued for events cancelled within 60 days of the event.

OCSA RULES AND REGULATIONS

This Agreement also notes that the general Rules and Regulations of the Orange County Sportsmen's Association are incorporated into this agreement. The Undersigned Member/Spouse acknowledges that they have read the OCSA Rules and Regulations and Guest Policies, and agree to all terms and conditions of these Rules, Regulations and Guest Policies and all additional conditions as stated in this agreement.

The Member MUST arrive prior to the arrival of any guest and MUST stay until the last guest leaves the property. The Member will be held responsible for all guests and must ensure all guests understand and follow the OCSA rules and policies.

SPECIAL CONDITIONS

By policy, member only parking is permitted on the grounds at 9012 & 9020 Kilgore Road. All guest parking is to be in the OCSA guest parking area across the street (if event is held during normal operating hours). OCSA staff may allow for reasonable exceptions to the guest parking policy based on club traffic/usage. OCSA staff decisions, in this regard, must be considered final.

BUILDINGS & GROUNDS NON-EXCLUSIVITY

As the club and the facilities are open to all members during normal operating hours, OCSA cannot guarantee that an event will not be interrupted by member activities or that you will have exclusive use of any OCSA area. If your event is a wedding, then you will receive exclusive use of Lake Sheen Hall. This does not include the fishing dock (it is always open to all members).

DECORATIONS

All decorations must be a free standing style. No thumb tacks, nails, push pins, staples or tape may be used on furniture, windows, doors, walls, fireplace, beams, ceiling fans, etc. **No open flame candles are allowed.** Decorations must be limited and/or unobtrusive to the general membership and must be properly disposed of after use. **No glitter, confetti, water balloons, paint or chalk are allowed. A \$300 charge will be assessed if this rule is not followed.**

SET UP / BREAK DOWN / CLEAN UP / TRASH REMOVAL

Except where services are provided by OCSA, the member is responsible for set up, break down and general clean up after usage. The facilities must be left "broom clean". The setup, break down, and clean up must be accomplished during the allotted rental time. Any extra tables, chairs, supplies etc. (brought in) must be removed. Trash can liners are provided and must be used in all trash receptacles. Staff will facilitate trash removal to the dumpster.

SERVICE / EQUIPMENT PROVIDERS

Caterers, DJs, and any other service providers used at any event must provide OCSA with a copy of current certificates of Worker's Compensation and General Liability Insurance at least one week prior to the event. Minimum coverage is \$100,000 for Worker's Compensation and \$1,000,000 for General Liability. Delivery of equipment, such as tables and chairs, must be arranged with OCSA staff. All tables and chairs should have rubber or soft tipped legs so as not to damage the wood or stone floor finishes.

ALCOHOL USAGE

OCSA allows the serving or consumption of alcohol on its premises. Should the member choose to serve alcohol, they do so at their own risk and liability. If alcohol is served, it must be free of

charge and not sold (i.e., NO CASH BARS). Underage/unsafe/excess consumption will not be tolerated by OCSA staff and could lead to the sponsoring member's loss of OCSA Membership. Authorities will be called to address any situation that threatens the safety and well-being of any person.

INDEMNIFICATION OF OCSA

The OCSA shall not be responsible for any personal injuries sustained by the member, his or her family or guest, unless such injury results from the OCSA's failure to exercise due care and diligence, and member does hereby indemnify and hold the OCSA harmless from any claims, suits, or demand against it arising from personal injury or property damage resulting from member's, his or her family or guest's negligent or intentional acts while on OCSA premises and/or dock and launching facilities.

I HAVE REVIEWED THE USAGE AGREEMENT IN FULL AND AGREE TO ABIDE BY THE CONDITIONS LISTED HEREIN. I DO HEREBY RELEASE ORANGE COUNTY SPORTSMEN'S ASSOCIATION, INC. AND THEIR AGENTS FROM ALL LIABILITY.

MEMBER SIGNATURE: _____ **DATE:** _____

OCSA APPROVAL: _____ **DATE:** _____

Please email this form to ocsclubmanager@gmail.com or fax to 407-876-7309. A 50% deposit is required to secure the date and can be paid by credit card, check or cash.