



SUNFLOWER COMMUNITY ASSOCIATION INC.
 9401 N. SUNFLOWER PARK DRIVE TUCSON, ARIZONA 85743

FACILITY RENTAL AGREEMENT

The Sunflower Village Center Facilities can be rented for meetings, social gatherings and events for our residents, non-residents and vendors. For more information, please refer to the Sunflower Community Association, Inc., Facility Rental Policy.

(Non-Resident requires a Sunflower Resident Sponsor; except for vendor or business.)

Applicant Information

Applicant Type: Resident Non Resident Vendor Organization: _____

Date: _____ Event Name: _____

Date of Event: _____ Start Time: _____ End Time: _____ # of Guests: _____

Set Up Time: _____ Clean up/Close Time: _____ % SCA: _____
 (Must include Set up and Close Time to Rental hours)

First Name: _____ Last Name: _____ Lot #: _____

Email Address: _____ Phone: _____

Address: _____

SUNFLOWER FACILITIES SECURITY DEPOSIT & RENTAL RATE

(Note: Kitchen & BBQ are not rented out alone; but maybe included with other rentals. NO cooking allowed in the kitchen. Piano in the Fiesta Room is not available for use. Charter Clubs only require security deposit for reserving rooms when hosting meeting.)

Security Deposit: Resident/Charter Clubs: \$100.00 or < 75% Attendees: \$300.00 Non-Resident or Vendor: \$500.00

INDOOR RM & RATES	Resident Rate		Resident Rate < 75% Attendees		Non-Resident or Vendor Rate	
	2 HR	Add'l HR	2 HR	Add'l HR	2 HR	Add'l HR
<input type="checkbox"/> Fiesta Room	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$125.00
<input type="checkbox"/> BBQ Grills (Not rented alone)	NC w/ Fiesta Rm Reservation		NC w/ Fiesta Rm Reservation		<input type="checkbox"/> \$275.00	<input type="checkbox"/> \$150.00
<input type="checkbox"/> Craft Room	<input type="checkbox"/> \$20.00	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$200.00	<input type="checkbox"/> \$100.00
<input type="checkbox"/> Kitchen (Not rented alone)	N/A	N/A	N/A	N/A	<input type="checkbox"/> \$100.00	N/A

OUTDOOR AREA & RATE	Resident Rate		Resident Rate < 75% Attendees		Non-Resident or Vendor Rate	
	2 HR	Add'l HR	2 HR	Add'l HR	2 HR	Add'l HR
<input type="checkbox"/> Patio Only	No charge for SF Residents. Reservation required and SD \$100		<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$25.00	N/A	N/A
<input type="checkbox"/> Gazebo & Lawn			<input type="checkbox"/> \$80.00	<input type="checkbox"/> \$40.00	<input type="checkbox"/> \$200.00	<input type="checkbox"/> \$100.00
<input type="checkbox"/> Patio & BBQ			<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$300.00	<input type="checkbox"/> \$150.00
<input type="checkbox"/> Lawn & BBQ			<input type="checkbox"/> \$150.00	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$300.00	<input type="checkbox"/> \$150.00
<input type="checkbox"/> Kitchen			N/A	N/A	<input type="checkbox"/> \$100.00	N/A

EQUIPMENT RENTAL	Easel and (1) Flip Chart	Microphone w/ Stand	Projector Screen
	<input type="checkbox"/> \$5.00	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$10.00

Will you be serving alcohol at the event? YES NO

With any event serving alcohol, a one (1) day event Certificate of Liability Insurance in the amount of one (1) million dollar with "Sunflower Community Association, Inc" listed as additional insured. A copy must be submitted to the front desk at the Sunflower Village Center with any additional payments due, two (2) weeks prior to event.

SECURITY DEPOSIT DUE: _____

RENTAL AMOUNT DUE: _____

EQUIPMENT AMT DUE: _____

TOTAL DUE: _____

COI Due Date: _____

Received on: _____

TERMS AND CONDITIONS

PREMISES AND TERMS: Sunflower Community Association, Inc. (the "Association") rents to the Responsible Party the room and other facilities (the "Facilities") indicated in this Facilities Rental Agreement (this "Agreement") for the event shown under the following terms and conditions, which Tenant accepts.

RENTS: Responsible Party agrees to pay the rental fee indicated in this Agreement for the Facilities rental. Resident rental rates are applicable only for non-business and private events. Non-resident rates apply to all business events (work-related parties will incur the non-resident rate.)

DEPOSIT: The required deposits (**security deposit and at least 50% of charges**) are due with submittal of this agreement to the Association signed by the Responsible Party. The Facilities will not be reserved until the Deposits are paid. The initial deposit check will be held temporarily pending review by the designated Administrative Assistant and the Community Manager. Immediately after approval, the check to reserve the facilities will be deposited. **The reservation is not guaranteed until approved by the Community Manager. Deposit refund policy:** No refund, if this Agreement is cancelled two weeks or less before the event; 50% refund if cancelled between two and four weeks of the event; and 100% refund if cancelled more than a month in advance of the event. The security deposit will be refunded by the Association to the Responsible Party after inspection of facilities for cleanliness and damages, and any pertinent deductions (see **CLEAN-UP** below).

USE: Responsible Party and all other attendees may use the Facilities only for activities identified in this Agreement. The Responsible Party must be present for the entire event. All Common Area Rules and the Facilities Rental Policy apply to and are part of this Agreement and govern the use of the

Facilities. **The Responsible Party is responsible for all aspects of the event, including (but not limited to) the behavior and safety of all attendees.**

INSURANCE: If there will be **any alcohol** served in the Facilities, Responsible Party must obtain insurance for one-day event coverage with policy limits of \$1 million. A certificate of insurance evidencing this coverage naming Sunflower Community Association as the additional insured party, must be submitted to Sunflower Village Center Front Desk at least 6 weeks before the event.

KITCHEN: There is an Additional use of the Village Center Kitchen. All utensils and supplies must be accounted for at the end of the event.

CLEAN-UP: The Responsible Party is responsible for clean-up and breakdown of the Facilities and should allow adequate time to leave facilities in good condition. **Rental time must not go beyond hours of operation of the Village Center or past the rental time on agreement.** An Associate representative will inspect the Facilities and verify the status of cleanliness and any damage to the Facilities. If there are damages, missing items, improper clean-up, or if the event extended past the designated rental time or past the closing time of the Village Center, the additional amounts due will be deducted from the security deposit. The Responsible Party will be responsible to pay the Association any amounts due for damages or other losses that exceed the deposit amount and arise from the use of the Association's Common Area for the event. If the Responsible Party is entering into this Agreement on behalf of an organization recognized by the Association, the organization will be considered the Responsible Party and the signatory shall not be held individually liable.

INITIALS

_____ **ENTIRE AGREEMENT:** This Agreement and the governing documents to which it refers constitute the entire agreement between the parties. Sunflower Community Association reserves the right to refuse rental of any area of the facility.

_____ **MODIFICATION:** This Agreement may only be modified or amended in a written document signed by both parties.

*By signing below, I have read and fully understand and agree to the **Terms and Conditions** and agree to the terms of this agreement, which is dated on this _____ day of _____, 20_____.*

Responsible Party (Print Name) **Signature** **Date**

On behalf of _____
(Organization)

Community Manager (Print Name) **Signature** **Date**