

# Buccaneer Villa North Swim and Tennis Club



8330 Patricia Street, Chalmette, La. 70043  
Mailing Address: P. O. BOX 124, Chalmette, LA 70044

## Rental Policy

The following Rental Policy contains important information regarding the use of the Buccaneer Villa North Swim and Tennis Club (Club) Clubhouse. It is imperative that you read and review the items listed. If you have any questions regarding the policy and its guidelines please discuss them with the Club representative.

### INITIALS

- \_\_\_\_\_ 1) **Application:** All clubhouse rentals will require Rental Application and this Rental Policy. No rental shall be considered reserved until completed and executed Rental Application and Rental Policy is submitted along with appropriate fees, including the necessary security deposit. All clubhouse rental applications are subject to approval.
- \_\_\_\_\_ 2) **Rental Fee/Payment Late Fee:** Rental fees and Security Deposit must be paid in full no later than 60 days prior to the rental date or with the application, whichever is sooner.
- \_\_\_\_\_ a. Once the Facility has been reserved, payments for remaining balance due for the rental of the facility are due no later than 60 days prior to date reserved. If the remaining balance is not paid before 30 days prior to the reserved event date, a late payment fee of **\$50** will be assessed.
- The current Hall Rental Fees are:
- a) 3 hour function - \$550.00
  - b) 4 hour function - \$600.00
  - c) Patio Area: During the Pool's Off Season, the Patio Area may be rented for an additional fee of \$75.00
- \_\_\_\_\_ 3) **Security Deposit:** \$150.00. As stated above, at a minimum, the security deposit is due at the time of the application. All money shall be returned if the application is not approved. The security deposit will be returned within 30 days after your function providing that all of the guidelines have been adhered to and/or subject to any damages or miscellaneous expenses incurred during the rental period. If damages occur that are more than the security deposit, the applicant agrees to either perform the repairs to the Club's satisfaction, or pay for the cost to repair.

- \_\_\_\_\_ 4) **Cancellation Policy:** All cancellations require written request to be received by the Club. Refunds will occur as follows:
- If written cancellation is received greater than 60 days prior to the rental date - a full refund of rental fees and security deposit.
  - If written cancellation is received between 46 and 60 days of the rental date - a full refund, less \$100.00 cancellation fee.
  - If written cancellation is received between 15 and 45 days of the rental date - a full refund, less \$200.00 cancellation fee.
  - If a written cancellation is received 14 days or less of the rental date - no refund will be given, except the security deposit.

- \_\_\_\_\_ 5) **Time:** Each rental will be for duration requested and agreed upon (normally 3 or 4 hours).
- a. Any extension of the rental period agreed upon may be requested by the renting party to the Club Representative present at the function at a cost of \$100.00 an hour, for no more than 2 additional hours. Granting of additional time is subject to approval by a Club representative.
  - b. In addition to any additional rental fee, an extension of the Police Detail, if required, will include an additional Police Detail cost. The additional Police detail cost will be negotiated between the renting party and the assigned police detail.

**\* No rental period is permitted to go beyond 12:00am to include any extension of any function.**

- \_\_\_\_\_ 6) **Hall Set Up:** The clubhouse will be set up based on the renting party's written request and diagram.

- \_\_\_\_\_ 7) **Decorations:** Decorations shall be limited to tables only. No wall or ceiling decorations will be allowed. **ABSOLUTELY NO HOLES OR NON REMOVABLE ADHESIVE ON WALLS, DOORS, OR WINDOWS!**

- \_\_\_\_\_ 8) **Custodial Services:** All rentals include set up time for your event, on site Club representative presence at/during your function, and the breakdown of tables, etc. at the conclusion of your function.
- a. The renting party is responsible for the basic clean-up of the clubhouse area including ensuring all rubbish/trash gets placed into the outside dumpster.
  - b. Renting party is responsible for the complete clean-up of the kitchen and bar areas, if used. Countertops should be washed; ovens/stove top/microwaves should be cleaned. All floors are to be swept, and trash placed in the outside dumpster. Do not leave food, condiments, or leftovers in the refrigerator or freezer without approval.

**These conditions are critical to security deposit refund.**

- \_\_\_\_\_ 9) **No Cooking or Grilling:** Only the preparation of cold foods and warm up of pre-cooked hot foods will be allowed.
  
- \_\_\_\_\_ 10) **No Smoking:** The clubhouse is a NO SMOKING facility. This condition will be strictly enforced. Any violation of this rule may forfeit your security deposit and the particular party may be asked to leave if they fail to adhere to this requirement. There is a smoking receptacle placed outside for use. Please do not throw Cigarette butts into gardens or parking lot.
  
- \_\_\_\_\_ 11) **Alcoholic Beverage Policy:** If alcohol is to be served, the following guidelines will be upheld:
  - a. Renting party must provide designated drivers for those in need at the end of the function.
  - b. The Club provided Bartender/Club Representative may, at their sole discretion, refuse alcoholic beverage to any person or close the bar in its entirety.
  - c. Use of the bar for the purpose of serving alcohol beverages requires a Police Detail – A one man police detail will be arranged by the Club to be at the clubhouse, for the duration of your use of the facility. The cost of the detail will be added to your rental fee at the current rate of police details.

**Indemnification/Hold Harmless:** The renting party, by the execution of this application and to the fullest extent permitted by applicable law, agrees to defend, indemnify and hold harmless the Buccaneer Villa North Swim and Tennis Club and all its servants, members, employees, Executive Officers, and agents, from and against any and all claims, including all imposed by law third party claims and claims based on gross negligence, suits, losses, causes of action, damages, liabilities, and expenses of any kind whatsoever arising out of the renting party's use of the facilities. The Renting party shall save the Renter harmless and indemnify Renter from all injury, loss, claims or damage to any person, family, guest, invitees, agents or employees or to any person entering the facility or while on the grounds of the facility.

This hall rental agreement may be amended to fit the particular needs of the renting party. This would require the approval of the Board of Directors.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Buccaneer Villa North Swim and Tennis Club

\_\_\_\_\_  
Date

# Buccaneer Villa North Swim and Tennis Club



**Location: 8330 Patricia Street, Chalmette, LA 70043**

**Send mail to: P.O. BOX 124, Chalmette, LA 70044**

## APPLICATION FOR CLUBHOUSE RENTAL

Please complete all information on this form and return it to the Buccaneer Villa North Swim and Tennis Club (Club) as soon as possible. The Club will only rent the clubhouse upon review and approval of this application. All applications are reviewed on a first come basis for particular rental dates and times.

Function Date \_\_\_\_\_ Type of Function \_\_\_\_\_

Day of Week (circle one)      Sunday   Monday   Tuesday   Wednesday   Thursday   Friday   Saturday

Requested Hours \_\_\_\_\_

Name of Organization or Individual \_\_\_\_\_

Address \_\_\_\_\_

Contact Telephone # \_\_\_\_\_ Alternate Telephone # \_\_\_\_\_

Fax # \_\_\_\_\_ e-mail address \_\_\_\_\_

**INITIALS**

**FACILITIES REQUESTED**

\_\_\_\_\_ Main Hall

\_\_\_\_\_ Kitchen (I have read and understand the Rental Policy guidelines)

\_\_\_\_\_ Bar (I have read and understand the Rental Policy guidelines)

\_\_\_\_\_ Patio (Pool Off Season Only w/Additional Fee) (I have read and understand the Rental Policy guidelines.)

I have completed this application/agreement and I have read, understood, and agree to the Rental Policy of the Club, which is incorporated herein by reference.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**THE FOLLOWING TO BE COMPLETED BY RENTAL COMMITTEE**

Date Application Received \_\_\_\_\_

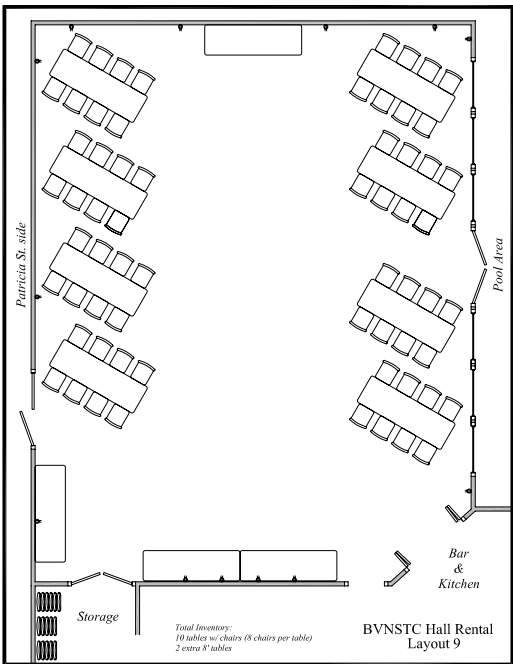
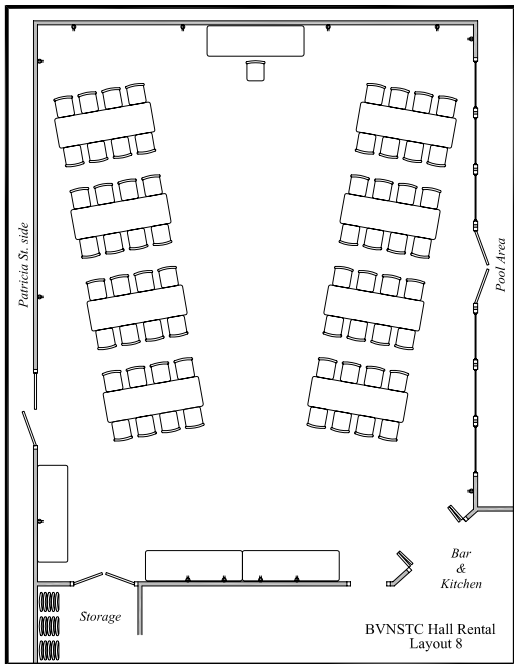
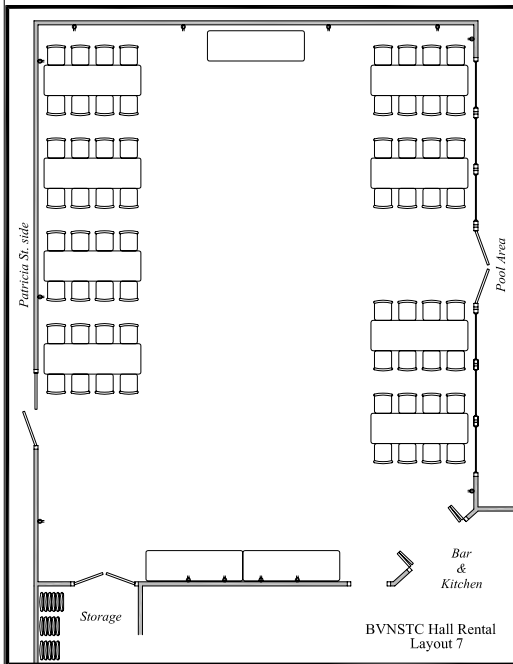
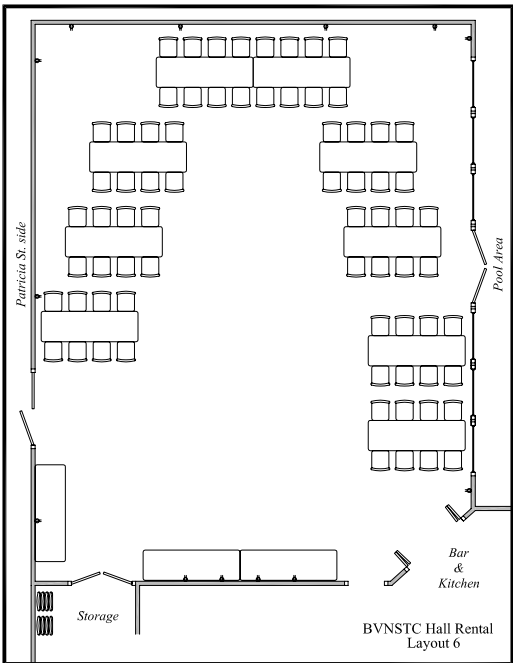
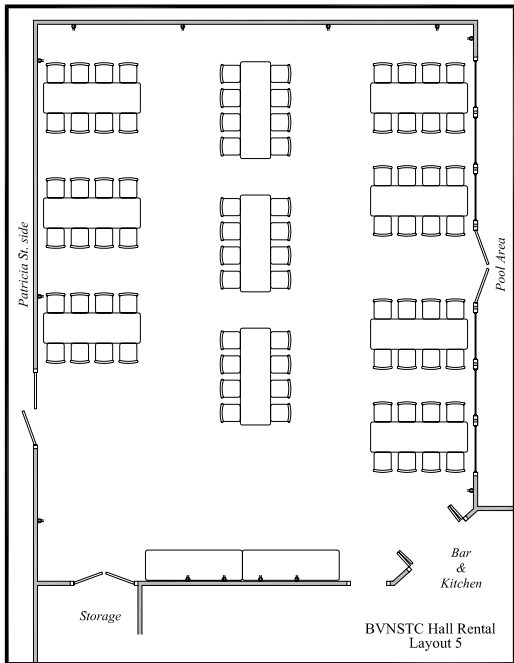
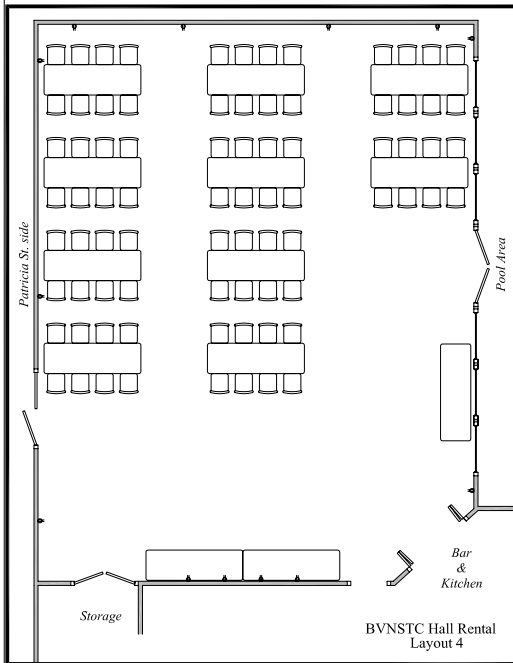
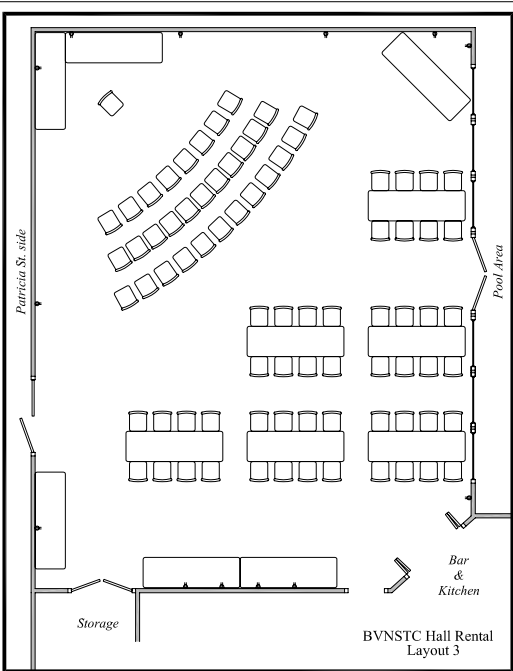
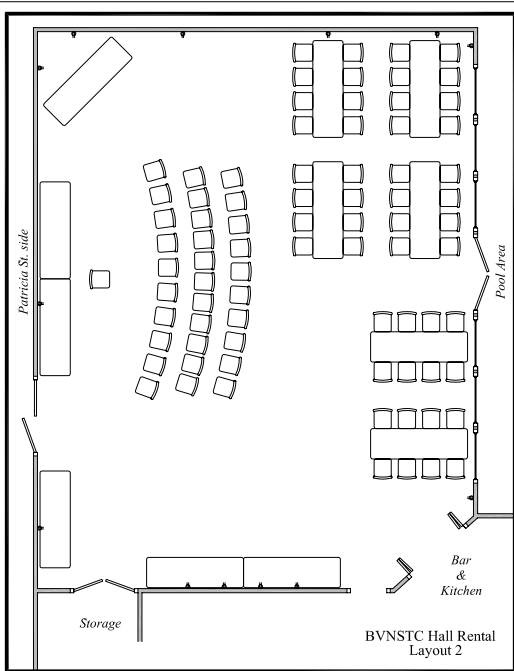
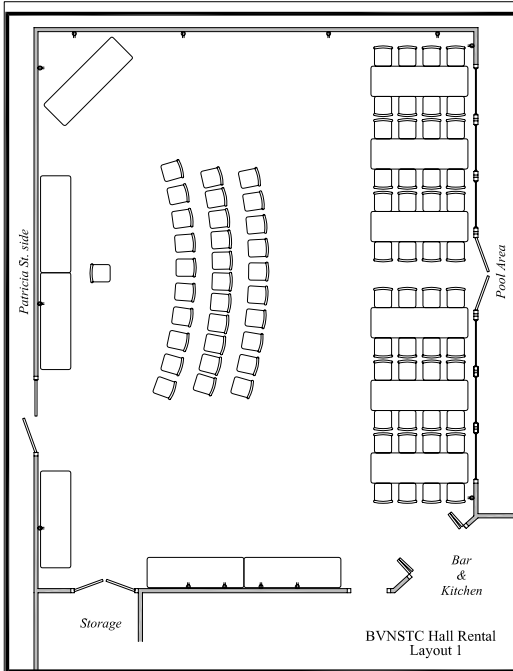
**COSTS**

	Amount	Remarks
Rental Fee		
Security Deposit	\$150.00	
Police Detail Fee (if applicable)		
Additional Cost: Explain:		
<b>TOTAL COST</b>		

**PAYMENTS**

**(All payments must be made by cash, check or money order only)**

	Amount	Check # / Money Order	Date
Total Rental and Deposit Costs			
Payment #1	-		
Balance Remaining			
Payment #2	-		
Balance Remaining			
Payment#3	-		
Balance Remaining			
<b>TOTAL PAID</b>			
Amount and date of Deposit Return			



*Patricia St. side*

*Pool Area*

*Bar  
&  
Kitchen*

*Storage*

*Total Inventory:  
10 tables w/ chairs (8 chairs per table)  
2 extra 8' tables*

**BVNSTC Hall Rental  
(Design your own)**

