

RENTAL APPLICATION
RIVERWALK DOWNSTAIRS TOWN HALL
\$200 RENTAL FEE + \$200 DEPOSIT

Today's Date: _____ / _____ / _____

Owner Name: _____ Phone: (_____) _____ - _____

Address: _____, West Palm Beach, FL 33411

Date of Rental: _____ / _____ / _____

Purpose of Use: _____

Time Needed: From _____ am / pm To _____ am / pm

*Please include preparation time and clean up time. Doors will be locked before and after the time you specify.

Number of Attendees: _____ Please note...per the Fire Marshall, the room can only hold 98 people.

PLEASE INITIAL:

_____ I have received a copy of, read and understand, the appropriate Rules and Regulations of the facility rental and usage.
I will not block any of the Exit doors.

_____ I understand that exclusive use of the downstairs will be provided during my event time. Other clubs and classes, such as yoga, may be taking place upstairs. The RiverWalk Office will be open on Saturdays from 8:00 am – 2:00 pm. I understand there may be people walking in and out of the Town Center during these times.

_____ I understand that I need to leave a list of guests with the guard gate a few days prior to the party, listed alphabetically by last name with their first names next to it. I will also need to provide my contact information and the day, time and location of my event. I understand that if the guests are not on the list that the guard gate may not let them through the gate.

_____ No aircraft or boats of any kind can be used on RiverWalk property. This includes airplanes, helicopters, hot-air balloons, skydiving, parasailing, and any type of boat or other water craft on the lakes.

_____ No cooking on the premises.

_____ Decorations can only be put up with push-pins. Staples are not allowed.

_____ Any and all rental or personal property brought to the Town Center for an event MUST be removed immediately upon vacating the premises or the damage deposit will be forfeited in its entirety.

Please make checks payable to "RiverWalk of the Palm Beaches Homeowners Association, Inc." The damage/cleaning deposit is refundable at the discretion of the Town Manager if the premises are left clean, undamaged, and in a state substantially similar to that existing before the permitted use. I understand and agree that I am personally responsible for the compliance of rental space users with the applicable Rules and Regulations of the Town Center Rules, and that I am liable for any damage to common property, facilities and/or equipment resulting from this permitted use.

Further, I, my guests, and members of my family agree to identify and hold harmless the RiverWalk Homeowners Association of the Palm Beaches, Inc. and its officers, employees, and agents, as well as the builder or developer of RiverWalk, from and against any accident, injury, or illness which might be sustained from any use of the above premises, participating in activities on the common property, or traveling to or from the activities or premises.

Signature: _____ Date: _____ / _____ / _____

OFFICE USE ONLY:

Activities Director Approval: _____ Date: _____ / _____ / _____

\$200 Rental Fee Check# _____ \$200 Deposit Check# _____

Refund Check# _____ Refund Amount: \$ _____ Mail Date: _____ / _____ / _____