

**SUN VALLEY ELKHORN ASSOCIATION
HARKER CENTER LOUNGE AND/OR PATTY ROSEWATER PARK RENTAL AGREEMENT**

EVENT DATE: _____ TIME: _____

OWNER NAME: _____ ACCT #: _____
Elkhorn owner must attend and remain at event for duration of function

ADDRESS: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

TYPE OF GATHERING: _____

NOTE: Please identify any affiliation with an organized group or movement that advocates and/or practices hatred, hostility and/or discrimination towards members of a race, ethnicity, religion, gender, sexual orientation, animals or any other designated sector of society.

EXPECTED NUMBER OF PEOPLE ATTENDING: _____ (70 people maximum per Sun Valley City Fire Code)

KITCHEN USE: Yes No LOUNGE USE: Yes No BBQ/PARK USE: Yes No

DEPOSIT PAYMENT POLICY: Please make checks payable to Sun Valley Elkhorn Association. Payment must be made at least 10 days prior to the function date.

CANCELLATION POLICY: All cancellations must be made at least 5 days prior to the function date or the deposit will be forfeited.

THE UNDERSIGNED, **an SVEA owner**, in consideration of Sun Valley Elkhorn Association's rental of the Harker Lounge and/or Patty Rosewater Park and use thereof, hereby agrees

1. Not to sell alcoholic beverages during use of the Lounge (alcoholic beverages may be served provided that no monetary or other compensation of any kind is received therefore).
2. Not to serve alcoholic beverages to those under age as defined by Idaho Law.
3. Not to serve alcoholic beverages to individuals who may or appear to be intoxicated.

FURTHER, the undersigned agrees to indemnify and hold harmless Sun Valley Elkhorn Association, its members, directors, officers and employees from any and all claims against them for any reason whatsoever that may result from the use of the Lounge and/or Patty Rosewater Park and/or serving alcoholic beverages, by the undersigned, his or her guests, invitees, employees and agents.

OWNER SIGNATURE _____ DATE _____

RENTAL CHARGE: \$0; DAMAGE/CLEANING DEPOSIT: \$250.00

Please Check One- Shred-Destroy Check: ____ Return Check via Mail: ____

*Please sign and return the Rental Agreement, along with your **check in the amount of \$250** to:*

Sun Valley Elkhorn Association
PO Box 1708
Sun Valley, ID 83355
www.elkhorninsunvalley.com ~ svea@elkhorninsunvalley.com ~ Phone 208-622-7420 ~ Fax 208-622-3215

FOR OFFICE USE: Date Deposit Received: _____ Date Refunded-Destroyed: _____

HARKER CENTER LOUNGE AND/OR PATTY ROSEWATER PARK RENTAL INFORMATION

Note: Reservation of the Patty Rosewater Park is for the BBQ area only and does not preclude park use by other owners or guests.

RENTAL FEE: \$0

DAMAGE/CLEANING DEPOSIT: \$250

1. Sun Valley Elkhorn Association owners only may reserve the lounge and/or park for their personal use.
2. No one under the age of 21 may reserve the property.
3. Lounge/park use is for adult supervised functions only; children may attend but must have adult supervision.
4. Maximum number of people using the lounge and/or park per function is 70.
5. If a catering service is utilized, a certificate of insurance listing SVEA as an additional named insured is required prior to the final scheduling of the event.
6. The lounge/park must be reserved 10 days in advance with all fees and signed Rental Agreement due at least 10 days in advance of the scheduled function.
7. All cancellations must be made 5 or more days in advance of scheduled function date or the deposit will be forfeited.
8. Reservations must be made for the total time required, including set-up, duration of the function, and clean-up time. The lounge must be vacated and doors locked by 2:00 AM. The park must be vacated by 9:00 PM.
9. A member may not permit guests to use other recreational facilities that have not been reserved.
10. Common courtesy for surrounding neighbors should prevail as to duration of parties and sound level. Park use is prohibited after 9:00 p.m.
11. Crepe paper, posters, banners, etc., are not to be taped or stapled to the doors, walls, or trim.
12. All trash and garbage is to be picked up and placed in trash receptacles.
13. All cleaning including the BBQ grill must be done immediately following function to allow for back-to-back gatherings. For evening events, and with prior authorization, cleaning may be completed by 9:00 a.m. the following morning.

NOTE: Cleaning equipment and supplies are located in the kitchen.

HARKER CENTER LOUNGE & PATTY ROSEWATER PARK RENTAL CLEANING CHECKLIST

LOUNGE

- Return furniture to original position
- Straighten sofa and chair cushions/pillows
- Clear and clean all lounge counters and tables
- Spot clean any spills and vacuum
- If gas fireplace is used, be certain to turn off the gas supply
- Take all trash to the trash enclosure at northeast corner of building (outside)
- Place new liners in trash cans

KITCHEN

- Wash, dry and put away any dishes or utensils used (dish washer does not work well)
- Clean sinks and clear and wipe down counters
- Clean spills in refrigerator, oven and on range, microwave or other appliances
- Sweep and mop floor
- Take all trash to the trash enclosure at northeast corner of building (outside)
- Place new liners in trash cans

RESTROOMS

- Clean as needed
- Restock paper supplies as needed
- Empty trash and place new liners in waste baskets

PARK

- Clean barbeque grill and return cooled grill to outdoor kitchen storage area
- Gather all borrowed Elkhorn sports equipment and place in grill storage area
- Pickup all trash and take to the brown trash carts
- Lock grill storage area and return key to SVEA personnel, or if office is closed, lock the key in the storage area

SECURE HARKER BUILDING

- Turn off gas in the fireplace
- Close and lock all windows and doors (push/pull to make certain doors have latched)
- Turn off lights
- Return key

The Lounge key may be returned the day following your event or you may slide it under the door into the office area. The Grill storage area key needs to be returned to the office or locked in the storage area building.