

Club Duck Key Rental Policy

(Adopted by the CDK Board on April 30, 2024)

- **Member Rental Policy**

Proposed date for any event must first be cleared through the Social Committee Chair to insure there are no conflicts with already scheduled events and shall be **at least two weeks** prior to the event.

Club facilities may be rented for personal use for events such as wedding receptions, birthday or anniversary celebrations only after Board approval is obtained. Children's parties to be limited to three hours.

Club facilities must be rented only for the Member's personal use and not as a sponsor for an outside group or individual.

- **Organizational Rental Policy**

Club facilities may not be rented to any outside organizations, including, but not limited to, civic, political or religious groups except with approval of the Board.

Exceptions:

1. Annual meeting of Duck Key Property Owners Association (DKPOA) can be held on club premises, subject to DKPOA paying rental fees and obtaining required insurance coverage if alcoholic beverages are to be served.
2. Board to make exceptions for non-members.

Required Insurance

- Host/member must purchase a one day event policy covering the date of rental in the amount of \$1M per occurrence and in the aggregate. Must include liquor liability insurance if alcohol is being served. A certificate of insurance evidencing such coverage must be sent to the CDK Social Chair ten (10) days prior to rental date.

- **Fee structure**

Events with fewer than 20 attendees	Rental Fee: none Clean-up Fee: none Damage Deposit (refundable): \$150
Events with 20-39 attendees	Rental Fee: \$200 Clean-up Fee (refundable): \$150 Damage Deposit (refundable): \$200
Events with 40-59 attendees	Rental Fee: \$400 Clean-up Fee (refundable): \$150 Damage Deposit (refundable): \$200
Events with 60-79 attendees	Rental Fee: \$600 Clean-up Fee (refundable): \$200 Damage Deposit (refundable): \$250
Events with 80-99 attendees	Rental Fee: \$800 Clean-up Fee (refundable): \$250 Damage Deposit (refundable): \$300
Events with 100-120 attendees	Rental Fee: \$1000 Clean-up Fee (refundable): \$300 Damage Deposit (refundable): \$350
Any event with live entertainment	Rental Fee: \$1500 Clean-up Fee (refundable): \$350 Damage Deposit (refundable): \$400

Children's Birthday Party Fee Structure

- Children's Birthday Party with less than 20 people:
Rental Fee - none
Clean-up Fee - none
Damage Deposit (refundable) - \$100
- Children's Birthday Party with more than 20:
Rental Fee - \$50
Clean-up Fee - none
Damage Deposit (refundable) - \$100

Rental Agreement

Member Name _____

Member Address _____

Member Contact Number _____

Type of Event _____

Number of Attendees _____

Requested Rental Date _____

Entertainment: Yes _____ No _____

What type of entertainment? _____

Fee(s) for Event: Enter ALL Amounts That Apply, Refer to Fee Structure:

Rental Fee: _____

Clean up Fee: _____

Damage Fee: _____

Grill Use Fee: \$25 (If Applicable): _____

Proof of Liability Insurance Required (yes/no) _____

Proof of Liquor Liability Insurance Required (yes/no) _____

Hold Harmless Agreement Required (yes/no) _____

Member is responsible for being present at all times during the event and must clean up the premises.

I agree to the terms and conditions in this Rental Agreement and the Rental Policy and General Regulations.

Member Signature: _____

Date Submitted to CDK Board: _____

Approval of CDK Board: _____

Post Event Cleanup Checklist:

- No alcohol left in refrigerator or out in the open
- Decorations removed
- Soiled linens replaced – soiled linens to be laundered and returned the next day
- Plastic covered tables wiped off
- Tables and chairs returned to previous locations
- Plates, utensils, pots/pans cleaned and returned to storage
- Bathrooms are clean and stocked
- Kitchen is clean
- Gates are closed and locked
- Trash is in a barrel at the street (near mailbox) or taken away
- Grill is turned off and grates cleaned
- Outside lights are turned off
- Fans turned off
- Inside lights are turned off

Please check off the items that have been completed prior to leaving the club.

Member signature: _____

Cleaning Verified by Social Committee Rep: _____