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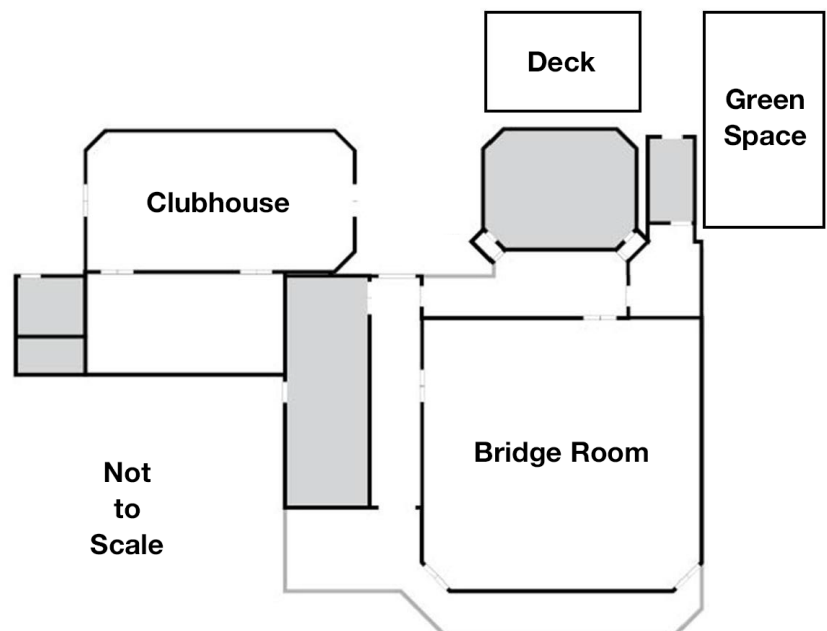


## Imagine your special event at the historic St. Petersburg Shuffleboard Club.

Available for Rent:

- Clubhouse
- Bridge Room
- Shuffleboard Courts
- Deck
- Green Space

To speak with someone about your event needs, email [rentals@stpeteshuffle.com](mailto:rentals@stpeteshuffle.com) or call 727-822-2083.





## FEES AND POLICIES

**Fees:** all fees must be paid in full 30 days prior to usage.      **Capacity**      **Cost**

Deposit		\$200.00
Clubhouse / per hour	120	\$100.00
Bridge Room (includes kitchen) / per hour	120	\$100.00
Bridge Room Kitchen / per hour		\$30.00
Green Space / per hour		\$30.00
Terrazzo Deck / per hour		\$40.00
Shuffleboard Courts / per block of eight courts per hour		\$40.00
Staff / per hour (required)		\$30.00
Staff (Holiday) / per hour		\$50.00
Staff, in excess of contract time		\$50.00
Optional add-on: Terrazzo Deck market lights - 4 strings.		\$300.00
Optional add-on: Bridge Room tables and chairs, moved outside or to clubhouse <i>Outdoor use of Bridge Room chairs requires the space be tented</i>		\$150.00

***You must be a club member to rent the club.***

**Availability**

The club is available to rent when it is not scheduled for club use. During the hours when the club is not normally open, facilities must be rented for a minimum of two hours. Set up and clean up time is part of the total contract time. We do not rent the club on Friday evenings, or on July 4th, Thanksgiving, Christmas Eve after 4pm, Christmas, New Year’s Eve after 4pm, and New Year’s Day. The availability on other holidays is at the club’s discretion.

Advance Saturday event bookings must meet a \$1200 minimum rental fee (exclusive of tax). If there are Saturday dates available less than 30 days from the inquiry, the minimum does not have to be met.

**Staff**

Each rental is required to have a Shuffleboard Club staff member on site from the start time of the rental contract until the end. Based on the size, scope and/or timing of your event, an additional staff member may be required. Staffing level is determined by the Shuffleboard Club management. Each staff hour required is billed at \$30/hour. Staff will give access to the facilities at the start of the contracted time, make sure the venues are clean and ready for use, maintain the bathrooms, remove trash as needed and handle the questions and concerns of our clients during their event. Staff will also set up courts and offer either formal or informal lessons on how to play shuffleboard to those who have rented courts. We do not run tournaments for our clients.

**Application Process**

Applications are accepted via email (rentals@stpeteshuffle.com), by mail, or by appointment at the club. A \$200 surety deposit is due at the signing of the contract. The deposit will be refunded, less any cost of damages or additional cleaning, within 30 days after the rental. A 25% deposit of the rental fee is due at the signing of contract, which is nonrefundable if the client cancels the event less than 90 days prior to the date. Final payments and changes to the contract are due no later than 30 days prior to the event date.

**Payment**

Payment may be made by cash, check (made payable to the St. Petersburg Shuffleboard Club), or credit card. We prefer to send an invoice to pay online.



## FEES AND POLICIES CONTINUED

### Additional Information

- **User Responsibility** - The individual or representative of the organization signing the agreement must attend the duration of the event and be the primary contact for club staff on duty. They will be responsible for the conduct of all participants, workers, volunteers, and guests. The club and any equipment must be used safely and properly at all times. They must ensure that the event is in compliance with the City of St. Petersburg's noise ordinance. They must ensure that the facility is left clean and in good repair. Renters are responsible for their own set up and clean up. The club must be left as it is found. In the event that club usage policies are not followed, the club reserves the right to immediately terminate the usage with no refund.
- **Noise ordinance** - per the city's downtown noise ordinance, all amplified sound must cease by 11:00 pm. We also monitor the noise level to ensure we do not exceed the city's decibel limits before 11:00 pm.
- **Alcohol Use** - Alcohol beverage sales, service, use and/or consumption is confined only to the interiors of the club. Alcohol is not permitted outside the fence or in the parking lot.
- **Smoking** - Smoking is not allowed inside the buildings or by shuffleboard courts.
- **Gambling** - Gambling is not allowed on City property.
- **Kitchen Use** - The user will be responsible for obtaining all necessary licenses and permits including any required Health Department permits for provision of food. Kitchens do not meet requirements for complete on-site food/meal prep.
- **Other Equipment** - The user must obtain approval from the facility supervisor for locations of proposed decorations, use of tape on walls, and for use of electrical equipment, appliances, or machinery. All equipment, structures and decorative items must be removed by the end of your event. Fees will be assessed for any clean-up or damages. The club will not be responsible for any items left in the facility.
- **PA System** - Our PA system is available with the rental of our clubhouse.
- **Linens** - Linens, tablecloths, silverware, and plateware are not provided.
- **Tables and chairs (subject to change)**
  - The bridge room:**
    - 8 round tables (5 feet, each seats eight)
    - 6 tables (8 feet, each seats eight)
    - 15 card tables (each seats four)
    - 130 black cloth padded chairs
  - The clubhouse:**
    - 10 (36 inches, each seats four)
    - 100 metal folding chairs



**APPLICATION FOR ST. PETERSBURG SHUFFLEBOARD CLUB USE**

Receipt of the application is not a guarantee of club use. Application will not be finalized until approved and executed by a St. Petersburg Shuffleboard Club representative.

Today's Date \_\_\_\_\_

Name of Member \_\_\_\_\_ Member Number \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

All paperwork, including any refunds, will be made out in the organization's name.

Is your Organization tax exempt?  Yes  No If yes, please attach a copy.

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone numbers Main \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

Additional Contact \_\_\_\_\_ Phone \_\_\_\_\_

**Event Details**

Event Name \_\_\_\_\_ Date \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Set up time \_\_\_\_\_ Event start time \_\_\_\_\_

Event end time \_\_\_\_\_ Clean up time \_\_\_\_\_

Total time \_\_\_\_\_

Event Description  
\_\_\_\_\_  
\_\_\_\_\_

Special Requests or additional information  
\_\_\_\_\_  
\_\_\_\_\_

- Club space to rent  Clubhouse  Bridge Room  Bridge Room Kitchen
  - Green Space  Deck  Bridge Room Tables and Chairs
  - Shuffleboard Courts  Lighting over Deck
- Estimated number of courts \_\_\_\_\_



### Additional Information

- Alcohol Use
- Teen Use
- Participant Ages \_\_\_\_\_
- Chaperones / Supervising Adults \_\_\_\_\_
- Admission / Donations Charges \_\_\_\_\_
- Public / Advertised Event \_\_\_\_\_
- Liability Insurance \_\_\_\_\_ Phone \_\_\_\_\_
- Concessions / Merchandise Sold \_\_\_\_\_

### Additional Information for Club Use

- Generator
- Inflatable
- Food Truck/s
- Loud Speaker
- Amplified Music
- Live Music
- DJ Service
- Tents
- Fencing
- Banners / Signs
- Public Speech

After receiving your application, we will hold your desired date and time for you (if available) for two weeks. If after two weeks a contract and deposit has not been signed and paid, we will release the date and time.