



559 Mirror Lake Dr N., St. Petersburg, FL 33701 • 727.822.2083 • www.stpeteshuffle.com



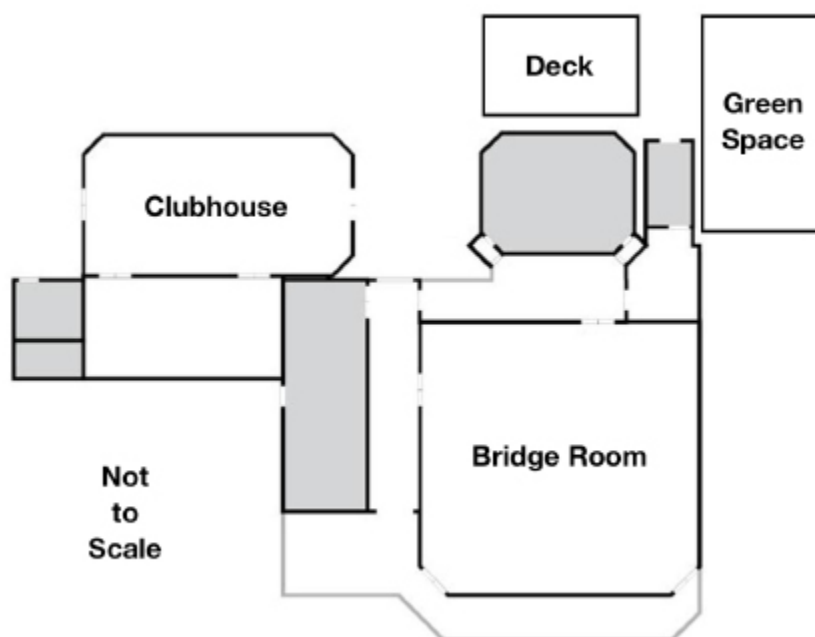
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Imagine your special event at the historic St. Petersburg Shuffleboard Club.

Available for Rent:

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

To speak with someone about
your event needs, please email
rentals@stpeteshuffle.com
or call 727-822-2083.





FEES AND POLICIES

All fees must be paid in full 30 days prior to usage.			Capacity	Cost
Security Deposit				\$200.00
Clubhouse /per hour			120	\$175.00
Bridge Room (includes Kitchen) /per hour			120	\$175.00
Bridge Room Kitchen Only /per hour				\$75.00
Green Space /per hour				\$35.00
Terrazzo Deck /per hour				\$75.00
Shuffleboard Courts /per hour				\$75.00
Staff (required, see below for details) /per hour /staff				\$40.00
Staff (Holiday) or Staff (in excess of contract time) /per hour /per staff				\$60.00
Optional add-on: Market Lights over Terrazzo Deck (4 strings) - Flat Fee				\$300.00
Optional add-on*: White Resin Garden Chairs - Flat Fee /per 25 chairs				\$50.00
Optional add-on*: Bridge Room Tables - Flat Fee				\$225.00

* White Resin Chairs and Bridge Room Tables are included with Bridge Room Rental.
This furniture is available for use with Clubhouse, Deck, or Greenspace at rates above.

You must be a club member to rent the club.

Availability

The Club is available to rent between the hours of 8am and midnight, when it is not scheduled for Club use. Club facilities must be rented for a minimum of two (2) hours; set up and clean up time is part of the total contract time. We do not rent the Club on Friday evenings, nor on July 4th, Thanksgiving, Christmas Eve after 4pm, Christmas Day, 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 \$1500 minimum rental fee (exclusive of tax) in season (October - May). Saturday dates booked less than 60 days from application, smaller events added to an already-booked Saturday, and Off-season Saturdays (June - September) do not need to meet the rental fee minimum.

Staff

Each rental is required to have a Shuffleboard Club staff member on site for the full duration of the contracted rental time (including setup/cleanup times). Based on the size, scope and/or timing of your event, an additional staff member(s) may be required. Staffing level is determined by Shuffleboard Club management; final staffing level will be determined prior to final balance due date, upon confirmation of event details, and may not be reflected in initial contract estimate. Each staff hour required is billed at \$40/hour/staff. Staff will give access to the facilities at the start of the contracted time, ensure the venues are clean and ready for use, maintain the bathrooms, remove trash as needed, and handle questions and concerns of our clients during their event. Staff will also set up courts and offer 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 security deposit is due upon acceptance of the application. The deposit will be refunded, less any charges for damages, additional cleaning, and/or overage of time, within 30 days after the event date. A 25% deposit of the rental fee is due upon 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. Balance is due in full upon contract signing for all rentals less than 45 days out.

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 for payment to be made online.



FEES AND POLICIES CONTINUED

Additional Information

- User Responsibility - The individual or representative of the organization signing the agreement must be a Club Member in good standing, and *must attend the duration of the event and be the primary contact for Club Staff on duty*. Membership must be maintained through the event date. The Club Member will be re-sponsible for the conduct of all participants, vendors, volunteers, and guests. The Club and any equipment must be used safely and properly at all times. The Member must ensure that the event is in compliance with the City of St. Petersburg's noise ordinance, and ensure that the facility is left clean and in good repair. Renters are responsible for their own set up and clean up, including all furniture setup and breakdown. 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.** Alcohol can not be consumed by, or served/sold to minors. For any and all events at which alcohol is served, whether sold or given to guests, the renter must obtain Event Insurance with Host Liquor Liability, with the St. Petersburg Shuffleboard Club listed on the policy as an "Additionally Insured Entity." Proof of insurance must be forwarded to the club no later than 30 days prior to the event date (when all contract changes and final balances are due). If proof of in-surance is not provided, the club will purchase insurance on your behalf and you will forfeit your security deposit. The Club can provide the names of several companies who provide this type of insurance, but renters may use whomever they choose as long as the coverage criteria is met.
- Smoking – **The Club is a NO SMOKING facility.** Smoking, including vaping, is not allowed anywhere within the facility, on the grounds, or inside the perimeter fence. *Persons wishing to smoke must exit the fenced areas.*
- 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, and are intended for staging/serving only.
- Other Equipment & Decorations - The user must obtain approval from Club Staff for locations of proposed decorations, and for use of electrical equipment, appliances, or machinery. The Club is a historic site, and items must be placed in a way to ensure no damage to the facility; *no tape (or similar) should be used*. Additional restrictions may apply to certain spaces/decorations, and should be discussed with the Rental Manager or Staff on duty. All equipment, structures and decorative items must be removed by the end of your event; the Club is not responsible for any items left behind. Fees will be assessed for any clean-up or damages.
- Linens & Service Items - Linens, tablecloths, flatware, plates, cups, service items, etc are not provided. Beverages should be poured into plastic drinkware before being served.
- Furniture (subject to change):

Bridge Room:		Clubhouse:
– (9) 60" round tables	– (14) 36" square card tables	– (10) 33" square wood card tables
– (6) 8'x30" long banquet tables	– (175) white resin garden chairs	– (5) 6'x30" plastic card tables
– (6) 31" cocktail tables (43" high)		– (75) brown resin garden chairs



APPLICATION FOR ST. PETERSBURG SHUFFLEBOARD CLUB USE

Submission of the application is not a guarantee of Club use. Date will be held and application will be processed upon confirmation of availability by a St Petersburg Shuffleboard Club representative; rental will not be finalized until signed contract and required deposits/fee are received.

CLUB USE ONLY

Member # _____

Expiration Date _____

☐ Renewal needed before event

Today's Date _____

Name of Member _____

Address _____

City _____ State _____ Zip Code _____

Phone number (____) _____ - _____ Email _____

Organization (if applicable) _____

Organization Required Signatory Name (if different than Member) _____

Is your Organization tax exempt? ☐ Yes ☐ No

If yes, please include a copy of Form DL-14 FL Dept of Revenue Florida Consumer's Certificate of Exemption, or your state's equivalent form.

Additional Contact Name _____

Phone number (____) _____ - _____ Email _____

EVENT DETAILS

Event Name _____ Date _____ Expected Attendance _____

Rental Start / Set-up Time _____ Event / Guest Arrival Time _____

Event End / Guest Departure Time _____ Rental End / Clean-up Time _____

Total Rental Duration _____

Event Description (Is there a special event and/or person(s) being celebrated? Please include that info here!)

Special Requests or additional information

Club space(s) to rent ☐ Clubhouse ☐ Bridge Room ☐ Bridge Room Kitchen Only

☐ Green Space ☐ Terrazzo Deck ☐ Market Lights over Deck

☐ Shuffleboard Courts (block of 8 courts) ☐ Bridge Room Tables

of blocks _____

☐ White Resin Garden Chairs

estimated # of chairs _____



ADDITIONAL DETAILS

☐ Alcohol Use (requires renter to obtain Event Insurance with Host Liquor Liability)

☐ Primarily Teen/Youth Attendees

Participant Ages / Age Range _____

of Chaperones / Supervising Adults _____

☐ Admission / Donation Charges _____

☐ Open to Public / Advertised Event _____

☐ Liability Insurance Company _____ Phone _____

☐ Concessions / Merchandise Sold _____

ARE YOU PLANNING TO INCLUDE...

*Additional restrictions or requirements may apply. Please discuss with your Shuffleboard Club representative to ensure compliance.

☐ Loudspeaker / Amplified Music (hours and decible levels enforced per City Noise Ordinance; *no explicit lyrics*)

☐ Request use of Club's PA

☐ DJ

☐ Live Band

☐ Food Truck (requires Green Space rental for Food Truck parking; does not apply for sidewalk-cart style vendors)

☐ Tent Installation

☐ For Rain Backup Plan Only

Planned Tent Size _____ Planned Installation Space _____

☐ Decorations

☐ Banners / Signs

☐ Public Speech(es)

☐ Generator(s)

☐ Outdoor Propane Heater(s)

☐ Outdoor Fans

☐ Inflatable(s)

☐ Other (please provide details) _____

ADDITIONAL DETAILS - FOR WEDDINGS ONLY

Ceremony to take place on:

☐ Grandstand Courts

☐ Deck

☐ Green Space

☐ Other _____

☐ Offsite (rental is for Reception only)