



[WWW.PANHANDPIONEER.ORG](http://WWW.PANHANDPIONEER.ORG) 850-674-2777

## Club House Rental Agreement

Thank you for choosing the Panhandle Pioneer Settlement for your special event. We hope you enjoy your time with us. Please review the following regulations, complete our agreement and return with deposit.

### RESERVATIONS

- A reservation is secured when a deposit of \$75 is received. This fee is refundable upon compliance with regulations.
- The rental balance is due 14 days prior to the event date.

### RENTAL FEES

- Club House Use: \$40 per hour, with a 2 hour minimum.\* Add 7.5% sales tax.

### RENTAL HOURS

- The rental fee includes: Hours scheduled plus one hour before for set up and one hour after for cleanup.\* Additional set up and clean up hours are \$20/hr.
- Additional hours needed must be scheduled at the time of rental agreement.
- If additional hours for set up are requested on days other than the event, regular rental rates will apply.

### RENTERS CLEAN UP:

- Trash must be gathered and taken off the Settlement premises. Dumpsters are conveniently located in Sam Atkins Park in picnic area with blue roof.
- All dishes washed, dried and put away. Kitchen left clean. Remember collect what is yours. We cannot store items for you on the premises.
- Return anything moved to its original location. Tables and chairs should not be moved without permission.
- Tables and chairs must be Cleaned and floors/rugs swept thoroughly.

### TOURS

- Tours are not included in the rental fee. They are available by appointment and for our customary fees.
- If your event takes place after open hours all buildings are closed except those rented.
- If your event takes place during open hours you can arrange for Settlement tours with staff in the General Store. There is a fee of \$6 for adults and \$3 for children. Typical tours are sent in groups of no more than 12 persons and take about an hour.
- Settlement hours: Open year round from 10 - 2 CST, Tuesday, Thursday, Friday, and Saturday. Also by appt.

### DECORATION GUIDELINES

- No nails or abrasive adhesives can be used to hang decorations.
- Use only battery candles inside of buildings, and tea lights on outside porches.

### PARKING

- Parking inside of the Settlement is allowed only on the north side of the gymnasium.
- Handicap parking is located in the front end of the parking lot near the ramp leading to the gymnasium.
- Vehicles MAY NOT go past the posted signs.
- Special arrangements can be made for transporting elderly and disabled from the parking lot to other rented buildings, please make all arrangements at time of reservation.

### OTHER INFORMATION

- Drugs and Alcohol are not permitted on Settlement grounds.
- Smoking is only allowed in the driveway of the settlement near ashtrays. DO NOT litter with cigarette butts.
- Loitering is not permitted for children or adults. The building(s) rented, the surrounding area, and restrooms are allowed for your use only.
- The renter assumes responsibility for monitoring all children. Children may not enter General Store unattended.
- The renter is responsible for any breakage or theft during the rental period.
- Dancing in the Club House is allowed as long as everyone is in their stocking feet, no dancing with shoes is permitted.



Time should indicate rental time, one hour before and one hour after will be added for set up and clean up included in the rental price.

Name \_\_\_\_\_

Rental Date \_\_\_\_\_

Address \_\_\_\_\_

Start Time \_\_\_\_\_

\_\_\_\_\_

End Time \_\_\_\_\_

Work Phone \_\_\_\_\_

Additional Time Required: \$20 hourly  
 \_\_\_\_\_  
 \_\_\_\_\_

Home Phone \_\_\_\_\_

Email \_\_\_\_\_

Function \_\_\_\_\_

# of People \_\_\_\_\_

**Table Lay Out:** Please keep in mind that the Club House Only seats 88 comfortably with 11 round tables. 2 - 8 foot tables for food.

**Special Instructions / Needs:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Deposit Fee</b>	<b>\$75.00</b>
<b># of Hours</b> ___ x \$40.00	
<b>SUB TOTAL</b>	
Set up time ___ x \$20	
+ 7.5% sales tax	

**Staff Clean Up:** A fee of \$75 is charged for staff clean up. A refund will be issued if renter satisfactory cleans up facility. Renters must notify the Settlement at time of agreement if they are going to clean up.

**Office staff: 850-674-2777  
 8am - 4pm cst**

<b>Total</b>	
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I have read the information provided to me in the previous page and understand my responsibility as renter.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

Please sign and return to:

**By Fax**  
 850-674-2778  
 If faxing form, mail or deliver deposit payment as listed to the right

**By Mail**  
 PO Box 215  
 Blountstown, FL 32424

**In Person**  
 17869 NW Pioneer Settlement Rd  
 Sam Atkins Park  
 Blountstown, FL