



**Pinnacle Port Community Association, Inc.**  
**23223 Front Beach Road**  
**Panama City Beach, FL 32413**  
**(850) 234-9994**

**Pinnacle Port Sunset Room  
Rental Agreement**

1. Each reservation must be made through the Pinnacle Port Business Office.
2. Reservations for the Sunset Room must accompany five condo reservations made through Pinnacle Port Vacation Rentals.
3. There is a **non-refundable** charge of \$100.00 to hold the reservation. This is non-refundable, regardless of whether or not the room is used.
4. The charge for rental of the Sunset Room is \$1500.00. A non-refundable cleaning fee charge of \$200.00 will also be collected in advance bringing the total rental fee to \$1800.00. (\$100.00 reservation fee - \$200.00 cleaning fee - \$1500.00 rental fee).
5. A credit card number will be required for damage purposes. The guest will be contacted prior to the credit card being charged.
6. Pinnacle Port's quiet hours are from 11:00 p.m. to 7:00 a.m.
7. The guest may use Pinnacle Port's tables and chairs for no additional charge. Availability of a specific number of tables/chairs is not guaranteed; therefore, the Business Office must receive a layout for room setup at least seven days in advance. If a change from the original room set up is requested on the day of the function, a labor charge of \$25.00 per hour will be added to the room charge.
8. Guest is responsible for removing any items brought into the Sunset Room.
9. Capacity limits for the Sunset Room will be determined at the time of the reservation.

\_\_\_\_\_  
Signature of Guest

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Pinnacle Port Representative

Reservation numbers that accompany this reservation

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

1. Sunset Room Contract must be signed by the person in charge or a designated representative at the time of reservation.
2. All functions are subject to applicable state and local sales taxes.
3. A deposit is required for all Sunset Room functions unless prior credit/payment arrangements have been established with Pinnacle Port.
4. If a function must be canceled, the deposit will not be refunded.
5. Payment in full is required in advance for all functions unless prior credit arrangements have been established with Pinnacle Port.
6. Patron agrees to be responsible for any damage done to the premises during the period of time they are under control of the parties mentioned in the foregoing agreement, including any damages done by florist or decorators. A credit card is required to be on file with Pinnacle Port.
7. We will not assume any responsibility for the damage or loss of any merchandise or articles left prior or following your function.
8. Request for tax exemptions must be submitted, in writing, to Pinnacle Port along with the tax exemption number along with payment.
9. The customer is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits, or any other items to and from the property. Pinnacle Port must be notified in advance of shipping arrangements to insure proper acceptance of these items upon arrival at the property.
10. All prices are subject to change with notification.
11. All federal, state, and local laws, with regard to food and beverage purchase and consumption, will be strictly adhered to. Transfer and/or transport of alcoholic beverage purchased and consumption of alcoholic beverage by those under 21 years of age is against Florida State Laws and violators will be asked to leave.
12. Pinnacle Port shall not be liable for non-performance of this contract when such non-performance is attributable troubles, disputes or strikes, accidents, government (Federal, State and Municipal) regulations of, or restriction upon travel or transportation, non-availability of food, beverage, or supplies, riots, national emergencies, acts of God and other causes whether enumerated herein or not, which are beyond the reasonable control of the Pinnacle Port preventing or interfering with Pinnacle Port's performance. In such event, the Pinnacle Port shall not be liable to the customer for any damages, whether actual or consequential that may result from such non-performance.
13. Notwithstanding any other provision of this agreement, owner and/or manager of Pinnacle Port shall be relieved from all requirements hereof, and this agreement shall terminate if owner shall sell, transfer or otherwise convey its interest in this Pinnacle Port, provided owner has given at least 30 days notice of the transfer by owner, then owner may assign there under, and owner shall be relieved of all obligations and responsibilities under this agreement upon transfer of all advance payments and deposits received by owner to the new owner.

I have read and agree to the above policies.

\_\_\_\_\_ Date: \_\_\_\_\_