

**BIRCH BAY VILLAGE COMMUNITY CLUB
CLUBHOUSE RENTAL AGREEMENT**

Date of Rental _____ Time: _____

Name _____ Div. _____ Lot _____

Address _____

City _____ State/Prov. _____ Zip _____

Telephone _____ E-mail Address* _____

Group name and type of activity _____

Number of Guests expected _____ (Maximum allowed – 99)

All fees & deposits must be paid at least two (2) weeks prior to the event.

Cancellation Policy: *If, for any reason, you need to cancel your rental reservation you must do so at least (2) weeks prior to the event. Failure to do so will result in a \$100 late cancellation fee.*

I have read the attached regulations and information sheet concerning the clubhouse. I agree to abide by such and to accept full responsibility for the condition of the clubhouse and its contents while the key is in my possession, and for my guests and their actions while using the facilities of Birch Bay Village. I understand that I am liable for the repair cost (s) of any damage to the clubhouse, its contents, or any other Birch Bay Village Community Club property by guests of mine.

** By providing your email on this form, you consent to receiving communication regarding this application via email. I understand it is my responsibility to notify BBVCC of any changes to my email address listed below. _____ (initial or mark) I also consent to general electronic communication to this email address from BBVCC including e-newsletters and e-mail alerts either specific to my account or general village business. I understand that I can revoke this consent at any time by contacting the BBVCC secretary (via the office).*

Signature

Date

FOR OFFICE USE ONLY

FUNDS RECEIVED: Rental Fee \$250.00 Damage Deposit \$300.00

Date _____

EVENT CANCELLATION: Date _____

BBVCC Clubs, Groups, and Committees have priority in Clubhouse rental dates.
Please see office for dates.

CLUBHOUSE RENTAL REQUIREMENTS
(PLEASE DETACH AND RETAIN FOR RENTAL)

- 1) The key will be given to you on the day of (or last business day before) your event by one of our staff members. The key is to be returned after your event (or the earliest business day after)
- 2) Provide a list of all guests to Security (alphabetically is preferred).
- 3) Persons under the age of twenty-one (21) must be supervised by an adult (over the age of 21) at all times.
- 4) Shoes must be worn in the Clubhouse at all times; no golf shoes are allowed. No wet bathing suits to be worn in the Clubhouse.
- 5) The function must be over, and the Clubhouse vacated no later than 12:00am (Midnight).
- 6) Tables, chairs, kitchen facilities and other non-disposable items in the Clubhouse, which is NOT in a locked storage area or the pantry, may be used. Any items in a locked storage area or in the pantry are not for use. *Use of AV System is by special request and training must be completed prior to event. Training available during normal business hours(9am-4pm) only. Contact office for scheduling.*
- 7) **AFTER CONCLUSION OF FUNCTION**
 - a. Check that everyone has left the premises.
 - b. Close and lock all doors and windows.
 - c. If fireplace has been used, check that fire is completely out.
 - d. Turn off all lights (including restrooms) and appliances.
 - e. Turn off power to AV system and secure AV cabinet and key.
 - f. Lock entry door after leaving.
- 8) **CLEAN-UP OF THE CLUBHOUSE**

Clean up must be completed by the end of the reserved rental period, and should include the following:

 - a. Cleaning of the kitchen and restrooms.
 - b. Cleaning and putting away all tables, chairs, and any utensils/wares used.
 - c. Sweeping of all flooring.
 - d. Cleaning of outside picnic areas.
 - e. Cleaning of sink and countertops.
 - f. Removal of all garbage. (Garbage should be placed in bags and deposited in the trash cans outside in the cabinet near the covered barbecue.)
 - g. Running and emptying of dish washer if used.

Neglect of any items noted for clean-up will result in charges being deducted from the damage deposit.

- 9) **DAMAGE TO CLUBHOUSE AND FACILITIES**

Any damage caused to any of the facilities must be reported to the BBVCC office or during the walk-through. The renter may be liable for additional charges if the costs of repair exceed the total of the damage deposit. This also applies to any broken dishes or unaccounted for wares.
- 10) **PRE & POST WALK-THROUGHS**

Staff will contact you to set-up a time for a preliminary walk-through with you. The time of the post walk-through will be determined by staff; the refund request form and key should be returned at the post walk-through.

**CLUBHOUSE RENTAL DEPOSIT
REFUND REQUISITION**

DATE: _____

NAME: _____

DIVISION: _____ **LOT:** _____ **PHONE:** _____

RENTAL DATE: _____

AMOUNT OF REFUND: _____

REQUESTED BY: _____

MAILING ADDRESS: _____

(To Be Completed by BBVCC Personnel)

APPROVED BY:

DATE: _____

BIRCH BAY VILLAGE CLUBHOUSE INSPECTION FORM – MEMBER

Name _____ Date _____

	Before use		After use	
	Yes	No	Yes	No
FLOORS				
Swept/Cleaned	___	___	___	___
Damage	___	___	___	___
WINDOWS				
Damage	___	___	___	___
BLINDS				
Damage	___	___	___	___
CHAIRS				
Damage	___	___	___	___
TABLES (DO NOT DRAG ACROSS FLOOR)				
Damage	___	___	___	___
RESTROOMS				
MEN’S ROOM				
Clean	___	___	___	___
WOMEN’S ROOM				
Clean	___	___	___	___

Any problems with restrooms, please explain: _____

CLOSETS				
Clean	___	___	___	___
Damage	___	___	___	___
LIBRARY				
Clean	___	___	___	___
KITCHEN				
COUNTERTOPS				
Clean	___	___	___	___
Damage	___	___	___	___
FIREPLACE				
Clean	___	___	___	___

	Before use		After use	
	Yes	No	Yes	No
STOVE/OVENS				
Clean	___	___	___	___
Damage	___	___	___	___
Work properly	___	___	___	___
If 'NO' please explain problem	_____			

REFRIGERATOR				
Clean	___	___	___	___
Damage	___	___	___	___
Work properly	___	___	___	___
If 'NO' please explain problem	_____			

BBQ AREA				
Damage	___	___	___	___

WARES/UTENSILS				
Clean & Properly Stored	___	___	___	___

Any problems with the following:

GARBAGE DISPOSAL	___	___	___	___
KITCHEN SINK	___	___	___	___
LIGHTING	___	___	___	___

COMMENTS: _____

Renter Signature: _____ Date: _____

BBVCC Agent: _____ Date: _____