

CLUBHOUSE RENTAL APPLICATION Do you have an amenity fob (Y/N):

Date of Rental:	Do you have an amenity fob (Y/N): Fob #:
Rental Time [include setup (unlock) &	& clean up time (lock)]*:
, , , , ,	or to the event you will be charged for a 2-day clubhouse rental. Your amenity the entire rental time. If "unlocked" remotely fob not needed.
Name:	Div: Lot:
Address:	
City:	State/Prov: Zip:
Telephone:	E-mail Address**:
Group name and type of activity:	
Number of Guests expected:	(Current State Mandated Capacity Limits Apply)
Special licensing & permitting is reinformation below.	equired for events serving or selling alcohol. Please provide the required
Will you be selling alcohol (Y/N)?	If yes, you will need to provide a copy of your special event license .
Will you be serving alcohol (Y/N)? _	If yes, you will need to provide a copy of your banquet permit.
BBV is required to obtain homeow the required information below.	ner insurance policy information for liability purposes. Please provide
Insurance Company:	Policy Number:
Insurance Agent Name:	Agent Phone Number:
condition of the clubhouse and its conter	quirements and Rules. I agree to abide by such and to accept full responsibility for the nts during my scheduled event, and for my guests and their actions while using the nd that I am liable for the repair cost (s) of any damage to the clubhouse, its contents, ty Club property by guests of mine.
notify BBVCC of any changes to my email addres (initial or mark) I also consent to genera	ent to receiving communication regarding this application via email. I understand it is my responsibility to ss listed below. I electronic communication to this email address from BBVCC including e-newsletters and e-mail alerts usiness. I understand that I can revoke this consent at any time by contacting the BBVCC secretary (via
Signature RRVCC Clubs Groups and Cor	Date mmittees have priority in Clubhouse rental dates. Please see website calendar for dates.
	cannot guarantee that the clubhouse will be available for rental.



FOR OFFICE USE ONLY

FUNDS RECEIVED:	Rental Fee for 1-Day* \$250.00	Damage Deposit \$300.00 □
	Date Funds Received:	Funds Received By:
*If se	et up on the day/night before the event i	s requested, they must pay for a 2-day rental \$500
EVENT CANCELLATION	ON: Date Cancelled:	Cancellation Fee Charged \$100** (Y/N):
	POLICY : If, for any reason, you nee event. Failure to do so will result in	ed to cancel your rental reservation you must do so at least a \$100 late cancellation fee.
COVID-19 WAIVER SI	GNED & RETURNED BY OWNER (Y/N	J):
INSURANCE INFORM	ATION PROVIDED (Y/N):	
COPY OF SPECIAL E	VENT LICENSE PROVIDED required i	if serving alcohol (Y/N/NA):
COPY OF BANQUET	PERMIT PROVIDED required if selling	alcohol (Y/N/NA):



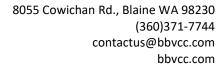
BIRCH BAY VILLAGE COMMUNITY CLUB CORONAVIRUS/COVID-19 ASSUMPTION OF RISK AND WAIVER OF LIABILITY AGREEMENT

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact, though transmission through contaminated surfaces is also possible. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, prohibited the congregation of groups of people. Birch Bay Village Community Club ("BBVCC") has put in place preventative measures to reduce the spread of COVID-19 such as regularly sanitizing equipment, enhancing cleaning methods, and enforcing social distancing in our common area facilities; however, BBVCC cannot guarantee that you, your child(ren) or guests will not become infected with COVID-19. Further, utilizing common area facilities within Birch Bay Village could increase your risk, your child(ren)'s or guest's risk of contracting COVID19.

By signing this agreement:

I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren), guests and I may be exposed to or infected by COVID-19 by entering certain common area facilities with in BBVCC and that such exposure or infection may result in personal injury, illness, permanent disability, and/or death. I understand that the risk of becoming exposed to or infected by COVID-19 at BBVCC may result from the actions, omissions, or negligence of myself and others, including, but not limited to, BBVCC employees, volunteers, other members and/or their families. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren), guests or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I, my child(ren) or guests may experience or incur in connection with my own, my child(ren)'s or guest's use of BBVCC common area facilities ("Claims"). On my behalf, and on behalf of my child(ren) and guests, I hereby release, covenant not to sue, discharge, and hold harmless BBVCC, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of BBVCC, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after use of BBVCC facilities.

PRINT Member Name:	
Village Member Address:	
Clubhouse Event Date:	# of Expected Guests:
Signature of Member:	Date:





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CLUBHOUSE RENTAL REQUIREMENTS & RULES (PLEASE DETACH AND RETAIN FOR RENTAL)

- 1) Download and fill out Clubhouse Rental Application from bbvcc.com.
- 2) You may call the Rec Center to check clubhouse availability for your rental, but we cannot reserve any dates or guarantee your rental date until your rental application is approved.
- 3) Submit application to the Rec Center in person, via mail or email krista@bbvcc.com
- 4) The office will review your application and will notify you of our determination. Once your application is approved your date will be reserved.
 - a. Due to sanitation requirements between events:
 - i. We cannot guarantee clubhouse availability over the phone or in the office.
 - ii. We cannot guarantee your rental will be approved.

5) IF YOUR RENTAL IS APPROVED:

- a. You will need to submit all deposits, fees, required licenses or permits at least two (2) weeks prior to the event.
- 6) <u>CANCELLATION POLICY</u>: 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.

7) **PRIOR TO YOUR EVENT:**

a. If you have an amenity fob it will be scheduled to open the clubhouse door during the entire specified event time. If you do not have an amenity fob the clubhouse door will be scheduled to automatically unlock or unlocked by a staff member during the specified event time and will remain unlocked until the end of the specified event time.

You will only have access to the clubhouse during your specified event time as indicted on your clubhouse application.

YOU must enter all guests into your GateKey visitor list prior to the event. If you need help with using or accessing GateKey please contact the Office at 360-371-7744.

WRITTEN GUEST LISTS SUBMITTED TO THE SECURITY OR MAIN OFFICE WILL NOT BE ACCEPTED.

9) Persons under the age of twenty-one (21) must be supervised by an adult (over the age of 21) at all times.



- 10) 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.
- 11) The function must be over, and the Clubhouse vacated no later than 12:00am (Midnight).
- 12) 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.

13) 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.

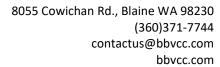
Neglect of any items noted for clean-up will result in charges being deducted from the damage deposit.

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 should be returned to the staff member at the post walk-through.



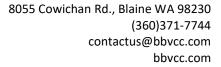


CLUBHOUSE RENTAL DEPOSIT

REFUND REQUISITION

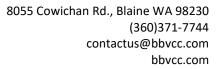
(To be completed by homeowner/member)

DATE:	
NAME:	
DIVISION:LOT:	PHONE:
RENTAL DATE:	
AMOUNT OF REFUND:	
REQUESTED BY:	
MAILING ADDRESS:	
(To Be Completed by BBVC	CC Personnel)
APPROVED BY:	
DATE:	





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BIRCH BAY VILLAGE CLUBHOUSE INSPECTION FORM – MEMBER

Name	Date				
	Before Yes	e use No		After Yes	use No
FLOORS Swept/Cleaned Damage					_
WINDOWS					
Damage					
BLINDS Damage					_
CHAIRS Damage					
TABLES (DO NOT DRAG ACROSS FLOO Damage	OR)				
RESTROOMS MEN'S ROOM Clean					
WOMEN'S ROOM Clean					
Any problems with restrooms, please explain	n:				
CLOSETS Clean Damage					
LIBRARY Clean					
KITCHEN COUNTERTOPS Clean Damage					



FIREPLACE

Clean			
	Before use Yes No	After use Yes No	
STOVE/OVENS			
Clean			
Damage			
Work properly If 'NO' please explain problem			
REFRIGERATOR			-
Clean			
Damage			
Work properly If 'NO' please explain problem			
If 'NO' please explain problem			
BBQ AREA			-
Damage			
WARES/UTENSILS			
Clean & Properly Stored			
Clean & Froperty Stored	<u> </u>		
Any problems with the following:			
GARBAGE DISPOSAL			
KITCHEN SINK			
LIGHTING			
COMMENTS:			
Member Signature:		Date:	
BBVCC Agent:		Date:	