

8055 Cowichan Rd., Blaine WA 98230 (360)371-7744 contactus@bbvcc.com bbvcc.com

CLUBHOUSE RENTAL APPLICATION

Date of Rental:	_ Do you have an amenity fob (Y/N): Fob #:				
Rental Time [include setup (unlock)	& clean up time (lock)]*:				
	ior to the event you will be charged for a 2-day clubhouse rental. Your amenity g 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 r information below.	required 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 homeover the required information below.	vner insurance policy information for liability purposes. Please provide				
Insurance Company:	Policy Number:				
Insurance Agent Name:	Agent Phone Number:				
condition of the clubhouse and its conte	quirements and Rules. I agree to abide by such and to accept full responsibility for the ents during my scheduled event, and for my guests and their actions while using the and that I am liable for the repair cost (s) of any damage to the clubhouse, its contents lity Club property by guests of mine.				
notify BBVCC of any changes to my email addre (initial or mark) I also consent to gener	sent to receiving communication regarding this application via email. I understand it is my responsibility to ess listed below. al electronic communication to this email address from BBVCC including e-newsletters and e-mail alerts ousiness. I understand that I can revoke this consent at any time by contacting the BBVCC secretary (via				
Signature	Date				



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BBVCC Clubs, Groups, and Committees have priority in Clubhouse rental dates. Please see website calendar for dates. BBVCC 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 \$500.00 □		
	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):		
** 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.				
INSURANCE INFORM	NATION PROVIDED (Y/N):			
COPY OF SPECIAL E	VENT LICENSE PROVIDED required	if serving alcohol (Y/N/NA):		
COPY OF BANQUET	PERMIT PROVIDED required if selling	g alcohol (Y/N/NA):		



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

- 1) Download and fill out Clubhouse Rental Application from <u>bbvcc.com</u>.
- 2) You may call the office 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 office in person, via mail or email <u>contactus@bbvcc.com</u>
- 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:

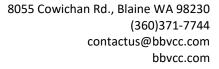
- a. You will need to submit all deposits, fees, required licenses or permits at least two (2) weeks prior to the event.
- 6) <u>CANCELLATION POLICY</u>: If, for any reason, you need to cancel your rental reservation you must do so at least (2) weeks prior to the event. Failure to do so will result in 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 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.

- 8) Provide a list of all guests to Security (alphabetically is preferred).
- 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).





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.

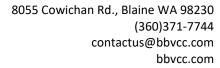
Neglect of any items noted for clean-up will result in charges being deducted from the damage deposit.

9) <u>DAMAGE TO CLUBHOUSE AND FACILITIES:</u>

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.

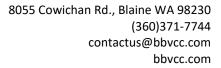




CLUBHOUSE RENTAL DEPOSIT REFUND REQUISITION

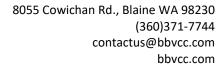
(To be completed by homeowner/member)

DATE:	
NAME:	
DIVISION: LOT: PHONE:	
RENTAL DATE:	
AMOUNT OF REFUND:	
REQUESTED BY:	
MAILING ADDRESS:	
(To Be Completed by BBVCC Personnel)	
(co _ c o o o o o o o o o o o o o o o o o	
APPROVED BY:	
DATE:	





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BIRCH BAY VILLAGE CLUBHOUSE INSPECTION FORM – MEMBER

Name	Date				
	Befor	e Use	After Use		
FLOORS	Yes	No	Yes	No	
Swept/Clean					
Damage					
WINDOWS & SHADES	Yes	No	Yes	No	
Damage					
CHAIRS	Yes	No	Yes	No	
Damage					
TABLES (Do not Drag across floor)	Yes	No	Yes	No	
	168	110	1 65	110	
Damage				ļ	
RESTROOMS	Yes	No	Yes	No	
Men's Restroom - Clean					
Women's Restroom - Clean					
Large Restroom - Clean					
Any issues with restroom conditions, please explai	n:				
	Befor	e Use	Afte	After Use	
CLOSETS	Yes	No	Yes	No	
Clean					
Damage					
COAT/CHAIR STORAGE	Yes	No	Yes	No	
Clean					
Damage					
KITCHEN COUNTER TOPS	Yes	No	Yes	No	
Clean					
Damage					



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	Befor	e Use		After Use		
STOVE & OVENS	Yes	No		Yes	No	
Clean						
Damage						
Working Properly						
Any issues with stove or ovens, please explain:						
REFRIGERATOR	Yes	No		Yes	No	
Clean						
Damage						
Working Properly						
Any issues with refrigerator, please explain:						
						
BBQ AREA	Yes	No		Yes	No	
Damage						
WEARS & UTENSILS	Yes	No		Yes	No	
Damage						
ANY PROBLEMS WITH THE FOLLOWING:	Yes	No		Yes	No	
GARBAGE DISPOSAL						
KITCHEN SINK						
DISHWASHER						
LIGHTING						
HEATING/AIR						
Please explain:						
ADDITIONAL COMMENTS:						
		_				
Member Signature:		D	ate:			
DDUCC A		ъ.				
BBVCC Agent:		Dat	e:			