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)]*: _____

**If you like to set up a day/night prior to the event you will be charged for a 2-day clubhouse rental. Your amenity fob will work during 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 required for events serving or selling alcohol. Please provide the required information below.

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 homeowner insurance policy information for liability purposes. Please provide the required information below.

Insurance Company: _____ Policy Number: _____

Insurance Agent Name: _____ Agent Phone Number: _____

I have read the attached Clubhouse Requirements and Rules. I agree to abide by such and to accept full responsibility for the condition of the clubhouse and its contents during my scheduled event, 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

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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 set up on the day/night before the event is requested, they must pay for a 2-day rental -- $500*

EVENT CANCELLATION: 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 INFORMATION PROVIDED (Y/N): _____

COPY OF SPECIAL EVENT LICENSE PROVIDED ***required if selling alcohol*** (Y/N/NA): _____

COPY OF BANQUET PERMIT PROVIDED ***required if serving alcohol*** (Y/N/NA): _____

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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 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 contactus@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) **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.

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) You are responsible for entering your event guest list in your GateKey account. For help with GateKey contact the office. Your guest list will be entered under your address. Please make sure to provide your guests with your address and phone number. Gate Personnel is not responsible for guest entry and cannot make calls to residents to allow guests in. Your guests must contact you directly to be added to your GateKey guest list.

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

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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 perform a preliminary walk-through prior to and after your event. Refund requests will be submitted once post walk-through inspection is completed and any linens are returned.

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CLUBHOUSE RENTAL DEPOSIT

REFUND REQUISITION

(To be completed by homeowner/member)

DATE: _____

NAME: _____

DIVISION: _____ LOT: _____ PHONE: _____

RENTAL DATE: _____

AMOUNT OF REFUND: _____

MAILING ADDRESS: _____

_____

(To Be Completed by BBVCC Personnel)

APPROVED BY: _____

DATE: _____

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BIRCH BAY VILLAGE CLUBHOUSE INSPECTION FORM

Name _____ Date _____

	Before 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**
Damage				

RESTROOMS	**Yes**	**No**	**Yes**	**No**
Men's Restroom - Clean				
Women's Restroom - Clean				
Large Restroom - Clean				

Any issues with restroom conditions, please explain:

	Before Use		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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	Before 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: _____ Date: _____

BBVCC Agent: _____ Date: _____