



# CLUB OR GROUP FACILITY USAGE APPLICATION

All Clubs or Groups must submit an application for use of Woodburn Estates & Golf facilities.

The general rule is annual events and board functions take precedence.

(Missing 3 consecutive scheduled dates cancels ALL remaining scheduled dates.)

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

Club or Group Name: \_\_\_\_\_ New Club? No  Yes

Activity: \_\_\_\_\_

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

Set-Up Time: \_\_\_\_\_ Event Hours: \_\_\_\_\_ Time Out: \_\_\_\_\_

All clean-up and equipment stowing must be completed by 9:00 pm, unless prior arrangements are made with the office.

### Facility(s) Requested:

Auditorium  - Dining Hall  - Kitchen  - Gazebo  - Blue Room  - Craft Room  - Travel Office.

Conference Room  - Card Room  - Billiard Room  - AUD Foyer  - DH Foyer

Regular Meetings are on the:  1<sup>st</sup>,  2<sup>nd</sup>,  3<sup>rd</sup>,  4<sup>th</sup>,  Last or  Every

Monday-  Tuesday -  Wednesday -  Thursday -  Friday -  Saturday -  Sunday

All Months or:  January  February  March  April  May  June  July

August  September  October  November  December

Note: If 50 cup coffee makers are requested, key must be checked out during Office Hours, 9am - 4pm, M-F.

Do you need a storage unit/closet? No  Yes

If yes, which ones? (Location) Room \_\_\_\_\_ Key ID: \_\_\_\_\_

Who has keys to storage? : \_\_\_\_\_

### Club contact(s):

Name: \_\_\_\_\_ Member No. \_\_\_\_\_ Phone No: \_\_\_\_\_

Alt. Contact: \_\_\_\_\_ Member No. \_\_\_\_\_ Phone No: \_\_\_\_\_

Approved  Disapproved Date: \_\_\_\_\_ by: \_\_\_\_\_

Note: Approval allows posting of approved events on the hall bulletin board in West Clubhouse and in N&V unless otherwise noted.

Rules and Regulations Rule 3.1 beginning 12/13/11, states organized clubs and groups shall have Bylaws or a set of Rules. These documents and any amendments or changes are to be approved by the Board of Directors.

Please attach a copy of your current Bylaws or Rules (after first year, only amendments are required).



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PLEASE READ ADDITIONAL INFORMATION BELOW BEFORE SIGNING THIS AGREEMENT.

## 1. Will Alcohol be on the premises? No \_ Yes \_ Maybe \_

If alcoholic beverages are to be served or consumed, the host will comply with all applicable laws and regulations

### **ALCOHOL RULES: MEMBER GROUPS and Committees**

Woodburn Estates & Golf has a limited-on-premises alcohol license. (ORS 471.178). Woodburn Estates & Golf will uphold the rules from OLCC (Oregon Liquor Control Commission) that applies to our license.

- a. Wine may be brought to club and organized events but must be *corked* (opened) by Oregon State Certified servers.
- b. Beer must be purchased and opened on site through Country Cottage or the Pro Shop, or as part of an association event.
- c. Clubs, and event organizers, will determine procedures to comply with the corking requirement.
- d. No hard liquor is allowed on the premises.
- e. At least two 2 substantial food items must be served.

### **OUTSIDE Servers -Must comply with all rules above and 1, 2, and 3 below.**

Events that bring in outside servers MUST provide the following to the office BEFORE THE EVENT.

1. Names of Servers and proof of a valid server's permit.
2. Temporary Sales License signed by the City of Woodburn.
3. A list of at least 2 substantial food items that will be served, as required by ORS rules.

## 2. SMOKING

Smoking of any kind including vaping or any form of electronic smoking, is not allowed within Woodburn Estates & Golf buildings, or within 10 feet of entrance.

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