



APPLICATION CLUB OR GROUP FACILITY USAGE

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: _____ - _____ - 20_____

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: 1st, 2nd, 3rd, 4th, Last, 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 # _____ Phone: _____

Alt. Name: _____ Member # _____ Phone: _____

Approved or 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: _____ - _____ -20_____