



# APPLICATION TO RENT FACILITIES

Request Date: \_\_\_\_\_ - \_\_\_\_\_ -20\_\_\_\_\_

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

Address: \_\_\_\_\_

Setup & Cleanup by: \_\_\_\_\_ Member No: \_\_\_\_\_ Phone: \_\_\_\_\_

Responsible for replacing chairs and tables in the proper storage area, for turning off the lights, checking the windows and doors at the end of the event.

Date of Event: \_\_\_\_\_ Purpose: \_\_\_\_\_ No. of Guests: \_\_\_\_\_

Will liquor be dispensed? No  Yes  If YES, see Page two

If alcoholic beverages are to be served or consumed, the host will comply with all applicable laws and regulations, including Page Two of this document. Please read back before signing.

SET-UP Time: \_\_\_\_\_ Event Time: \_\_\_\_\_ Time Out\* \_\_\_\_\_

- All facilities close at 9:00 pm at which time all clean-up and equipment stowing must be completed.
- Refund of deposit is subject to proper clean-up and any loss or damage to facilities or equipment.

## RENTAL FEES:

(Check those applying for)

For Office Staff Use Only
Amount of Refund: _____
Auth. By: _____
Date Refunded: _____

## See Fees Schedule for rentals fees

- |  |  |
|--|--|
| <input type="checkbox"/> Auditorium          | <input type="checkbox"/> Dining Hall         |
| <input type="checkbox"/> Blue Room           | <input type="checkbox"/> Kitchen             |
| <input type="checkbox"/> Lg. Conference Rm#1 | <input type="checkbox"/> Sm. Conference Rm#2 |
| <input type="checkbox"/> Card Room           | <input type="checkbox"/> Gazebo              |

<b>Total Rental Fee(s)</b>	<b>1<sup>st</sup> check:</b>	<b>\$</b> _____
<b>Deposit</b>	<b>2<sup>nd</sup> check</b>	<b>\$</b> <u>100.00</u>

(see note below)

**Note:** I agree that the facilities will be used solely by the persons and for the purpose described above, and in accordance with all applicable Rules and Regulations (see reverse side) and this rental agreement. I understand that I am responsible for ensuring that all the facilities are left in a clean and orderly condition and without damages. I understand that I am responsible for the actions and conduct of all guests and attendees, and for ensuring that all guests and attendees remain in the area(s) specified above. Further I agree to indemnify, defend, and hold harmless the Association (and its officers, directors, employees, and agents) from all claims arising out of, or alleged to arise out of, the use of the facilities or equipment, including, but not limited to, any act of omission or to any condition of the premises or equipment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ - \_\_\_\_\_ -20\_\_\_\_\_

**Must Sign Reverse Side too.**

Approved or  Disapproved Date: \_\_\_\_\_ Activities Director: \_\_\_\_\_

### Note:

- If request is disapproved, an explanation in writing will accompany the returned form.
- The applicant has the right to re-submit this form to the board of directors for reconsideration.
- The deposit is subject to loss, if an event is cancelled less than 72 hours before the date of the event.
- Must allow up to 10-days for a Rental Fee or Deposit refund made by check for verification of bank clearance.
- Bylaw 9.4 All refunds are to be applied to any open account balance before a check can be issued.

## APPLICATION TO RENT FACILITIES

### RULES & REGULATIONS FOR USE OF WOODBURN ESTATES & GOLF FACILITIES

An individual member or a member club or group of the Association will, within applicable guidelines, host each clubhouse event approved by the Board of Directors. The host member will be on the premises during the event and is responsible for **Association's** property during the event. Major furniture pieces must not be moved within the clubhouse without prior approval. The member host (individual or club/group) will reimburse the Association for any expenses incurred in additional custodial work performed after the event and/or any damages or loss to **the Association's property by member or member's guest.**

1. The member host is responsible for all guests who ARE RESTRICTED TO THE AREA ACTUALLY RENTED plus adjacent restrooms and coat rooms. All other areas are off limits to guests during scheduled event. Children will be supervised at all times by a member host, seeing that they remain in the area(s) authorized for, and occupied by, the adult attendees.
2. **Smoking of any kind, vaping or any form of electronic smoking is not allowed within any Woodburn Estates & Golf building, or within 10-feet of entrance.**
3. Arrangements for use of the sound system, if needed, must be requested in advance through the business office. If 50-cup coffee makers are requested, key must be checked out during Office Hours, 9:00 a.m. to 4 p.m., Monday through Friday except holidays.
4. Set-up and clean-up will be accomplished within the scheduled time. Set-up is not to begin before scheduled time without prior approval.
5. Tables and chairs will be stacked properly and returned to their original storage room, unless the next group requests them to remain. **Indoor Tables and Chairs are not to be used outside or on lawn areas without prior approval.**
6. All rented areas including entry, foyer, and hallway areas will be cleaned immediately following the event.
7. The Kitchen floor must be swept, and damp mopped. The Dining Hall & Auditorium will be swept. Spills will be cleaned up immediately with a damp (not wet) cloth. Excessive moisture will damage the hardwood floor. **Do not damp-mop the auditorium floor.**
8. Remove all food from the premises. Leave refrigerators, stoves, and counters clean. Wash and store all coffee pots. (50 cup coffee pots are to be locked up) Deposit used towels under the sink in the proper container. Place all refuse in plastic bags; put filled plastic bags into dumpster outside the kitchen door.
9. **Before leaving, turn off all lights including those in restrooms, and the sound system, if used. Do not leave door propped open.**
10. **GAZEBO RULES:** All tables and chairs stored within the Gazebo area must be cleaned and placed back on respective rack and left at the Gazebo. **Auditorium & Dining Hall Tables and Chairs are not to be used outside without permission.** Thoroughly police the concrete deck and grounds around it. The grills and sinks must be left clean. Place all refuse in plastic bags; put filled plastic bags into dumpster outside the kitchen door.
11. **ALCOHOL RULES:** MEMBER GROUPS and committees – the Association has a limited-on premises alcohol license (ORS 471.178). The Association will uphold the rules from OLCC (Oregon Liquor & Cannabis 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 server(s).
  - 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.
12. **OUTSIDE Servers:** Must comply with all rules under #11.

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 a least two (2) substantial food items that will be served, as required by ORS rules.

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