

**APPLICATION to RENT FACILITIES**

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

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

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

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

Setup Time: \_\_\_\_\_ Event Time: \_\_\_\_\_ Time Out\* \_\_\_\_\_

- [initials] All facilities close at 9pm, at which time all clean-up and equipment stowing must be completed.
- [initials] 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. Please follow all posted signs in the kitchen.

[initials] Refund of Security/Cleaning Deposit is subject to forfeit if the rented area is not left clean.

[initials] Loss or damage to the facilities or equipment from the event, along with wages for cleanup will be subject to invoice to the signer of this agreement.

[initials] Will liquor be dispensed at the event? No  Yes  If YES, see Page two

- The Association has a limited "On Premise" alcohol license (ORS 471.178) which allows beer and wine to be served and consumed. **No hard alcohol/liquor** may be served or consumed on the premise. The host/member agrees to abide and comply with all applicable laws and regulations.
- If alcoholic beverages are to be served or consumed, the host will comply with all applicable laws and regulations, including Signature(s) and Initials(s) on Page Two of this document are required. Please read back before signing.

**See Fees Schedule for rental fees.** (Check all that apply)

- |   |   |
|---|---|
| <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"/> _____                |

Total Rental Fee(s) 1<sup>st</sup> check: \$ \_\_\_\_\_

Security/Cleaning Deposit 2<sup>nd</sup> check \$ 100.00

<b>Office Use Only</b>
Amount of Refund: _____
Auth. By: _____
Date Refunded: _____

**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 damage(s). 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. 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 Initial and 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 ten (10) days for a Security/Cleaning Deposit refund made by check for verification of bank clearance.
- Political events are not allowed. See Rules & Regs on Political Events.
- Bylaws - Refunds must be applied to any open account balance before a check can be issued.

## APPLICATION to RENT FACILITIES

### RULES & REGULATIONS for use of Senior Estates Golf and Country Club 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 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.

#### **Please initial all that applies.**

1. [initial] The member host or designated club representative **must always remain on site** and 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 the scheduled event. Children will always be supervised by a member host, seeing that they remain in the area(s) authorized for, and occupied by, the adult attendees.
2. [initial] Smoking of any kind, vaping or any form of electronic smoking is not allowed within any Senior Estates Golf and Country Club building, or within ten (10) feet of entrance.
3. [initial] 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, a key must be checked out during Office Hours.
4. [initial] Set-up and clean-up will be accomplished within the scheduled time. Set-up is not to begin before scheduled time without prior approval. Clean-up is to be completed by 9pm unless prior approval.
5. [initial] **ALCOHOL RULES:** Member or 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. Beer and Wine may be brought to club and organized events but must be corked (opened) by Oregon State Certified server(s).
  - b. Beer may be purchased and opened on site through Country Cottage or the Golf 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.
6. [initial] **OUTSIDE Servers:** Must comply with all **Alcohol Rules** above. Events that bring in outside servers **MUST** provide the following to the Association 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 two (2) substantial food items that will be served, as required by ORS rules.
7. [initial] I/we understand and agree that if any alcohol/hard liquor or unauthorized beer/wine is served or consumed in the facility, the event will be shut down immediately and required to clean/clear the facility prior to leaving.

#### **Check-off List:**

- 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.
- All rented areas including entry, foyer, and hallway areas will be cleaned immediately following the event.
- 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.**
- Remove all food from the premises. Leave refrigerators, stoves, dishwasher, and counters clean. Wash and store all coffee pots. (50 cup coffee pots are to be locked up). Put used towels under the sink in the proper container. Place all refuse in plastic bags; then put filled plastic bags into dumpster outside the kitchen door.
- Before leaving, turn off all the lights, including those in restrooms, and the sound system, if used. Do not leave doors propped open. Please follow all posted signs in the kitchen.

[initial] **Additionally, a fine from Fine Schedule** may be assessed, with **loss of refund**, and the **privilege to rent facilities will be revoked**. Other fee(s) may be assessed for staff to complete the cleanup/repair.

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