

Bayshore Beach Clubhouse – Organization or Group Rental Agreement

Name of Organization or Group: _____

Phone: _____ Contact: _____ Relationship to

Organization or Group: _____ Address: _____

Email: _____ Date Desired: _____ Needed: _____ to

_____ # of Guests: _____ **Ballroom:** \$60.00 per hour (16 people or more...)

- Does not include the use of the kitchen, pool, recreation/weight room, or downstairs area of the clubhouse.
- Does not include the use of Backyard Patio (Separate rental agreement must be completed.)
- Only includes the use of the upstairs Clubhouse restrooms.

Event Hours (includes set up/clean up) _____ @ \$60.00 Due \$ _____

Kitchen: \$40.00 per hour

- Does not include the use of Backyard Patio (Separate rental agreement must be completed.)
- Only includes the use of the upstairs Clubhouse restrooms.
- Does not include the use of the pool or any of the downstairs area of the clubhouse

Event Hours (includes set up/clean up) _____ @ \$40.00 Due \$ _____

Ballroom: \$40.00 per hour (15 people or fewer)

- A special rate of for events of smaller groups, not using the kitchen.

Event Hours (includes set up/clean up) _____ @ \$40.00 Due \$ _____

All Rental charges to be paid in full at least two weeks prior to reserve the date and times requested. The fee shall be paid by check written by the renting member.

REFUNDABLE DEPOSIT to be paid in full to reserve the dates and times requested. All Events: Conditional refundable \$200.00 Damage/Cleaning Deposit Total Amount Due "Bayshore Beach Club, Inc." (Deposit will be refunded within 30 days after event, if earned)

TOTAL AMOUNT DUE: Rental: _____ + \$200.00= \$_____ Check payable to "Bayshore Beach Club, Inc."

Office Manager Initials _____
Receipt of application & Rental Fee

Bayshore Rental Policy:

- No smoking is allowed within 15 feet of the Clubhouse.
- All clean-up must be completed by 10:00 pm on the event date. Excess garbage that does not fit in designated cans must be carried off premises and disposed of elsewhere.
- All participants must comply with current health and safety protocols. Initial: _____

- Facility Manager is responsible to determine the amount to refund of the deposit. The building and all equipment must be in condition as found. Any damages/cleaning may forfeit the deposit. In such case as the damage/cleaning exceeds the refundable deposit it is agreed that the renter will reimburse Bayshore Beach Club, Inc. in the amount of said excess. Initial: _____
- Per Oregon State Law: the organization or group renting any Bayshore Beach Club Facility is responsible if liquor is served, and required proof of liability insurance for the event. No consumption of alcohol by anyone under 21 years of age is allowed. Initial: _____

Because Bayshore Beach Club, Inc is a non-profit organization, the premises shall not be rented to any commercial or non-commercial organization for soliciting, selling, or actual sale and delivery of any material item or service. Non-profit organizations sponsored by BBCI are exempt. See BBCI Bylaws Art IX, Sec 6

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Insurance section (below) is (only) required for events where there is the servicing of alcoholic beverages.

Name of Insured: _____

Address of the Insured: _____

Name of Insurance Company: _____

Policy Number: _____

Amount of liability: \$ _____ Amount Received: \$ _____ Check Number: _____

Member Signature _____ Date: _____

Member Name (Please Print) _____

Office Coordinator Signature: _____ Date: _____

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To be completed after the event... Deposit Refunded: Yes No Partial

Amount to be refunded: \$ _____ Check Number: _____ Date: _____

Explanation for amount of refund: _____

 Signature of Facility Manager