

Bayshore Beach Club Rental Policy

1. 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 BBCL are exempt.
2. Bayshore Beach Club members may rent the Clubhouse for personal social events. Member must be in good standing and must attend the entire event.
3. The Clubhouse may be rented by organizations or groups for social events.
4. Ballroom rental does not include kitchen (additional fee), backyard patio (separate rental agreement), pool, recreation/weight room or downstairs area. Includes the use of the upstairs Clubhouse restrooms only.
5. Kitchen rental does not include backyard patio (separate rental agreement), pool, recreation/weight room or downstairs area. Includes the use of the upstairs Clubhouse restrooms only.
6. Backyard patio rental does not include the ballroom (separate rental agreement), kitchen (separate rental agreement), pool, recreation/weight room or downstairs area. It includes the use of the downstairs Clubhouse restrooms only.
7. Member Rental Rates:
 - Ballroom \$50/hour (16 people or more...)
 - Ballroom \$30/hour (15 people or fewer)
 - Kitchen \$30/hour
 - Backyard Patio \$30/hour
8. Organization or Group Rental Rates:
 - Ballroom \$60/hour (16 people or more...)
 - Ballroom \$40/hour (15 people or fewer)
 - Kitchen \$40/hour
 - Backyard Patio \$40/hour
9. Cleaning deposit: \$200 refundable deposit. If heavy damage occurs during the event, the member will be charged for repairs. To receive refund of deposit, member must meet with Facilities Manager to walk through and inspect the building within 48 hours after the event.
10. Member must sign a Rental Agreement with the Facilities Manager.
11. All guests, caterers, servers, and entertainers must sign in before entering the Clubhouse (as per Bayshore insurance policy).
12. The renter the Bayshore Beach Club facility is responsible if liquor is served and must provide proof of liquor liability insurance for the event, as per Oregon State Law. The member must assure that no alcohol is served or consumed by any person under the age of 21 during the event.
13. No smoking is allowed within 15 feet of the Clubhouse.
14. All clean-up is to be completed by 10:00 PM on the day of the event. Building and all equipment used must be left in condition as found.
15. All participants must follow current Lincoln County health and safety protocols during the event.

Bayshore Beach Club Rental Check Off List

Check list to assist in redeeming the \$200 refundable Damage/Cleaning deposit.

Condition Before	BALLROOM	Condition After
	Added decor is removed	
	Any tape is removed from walls and windows	
	Tables cleaned and disinfected	
	Spilled beverages and food cleaned from floor and furniture	
	Chair covers cleaned	
	Floors unmarred	
	Tables folded	
	KITCHEN	
	Dishes clean and in proper cabinets	
	Silverware clean and in proper drawers	
	Tables, counters, drainboard clean	
	Stovetops and ovens clean	
	All items, such as coffee servers, creamers, condiments, small appliances, etc. in proper cupboards	
	Refrigerator emptied	
	All refuse in large garbage bag by door	
	BACKYARD PATIO	
	Grounds and patio cleared	
	Garbage disposed of properly	

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.

Member or Contact (Organization or Group) Signature

Date

(Print) Name of Member or Contact (Organization or Group)

Bayshore Facilities Manager Signature

Date

Adopted by BOD January 22, 2022 / Adopted by BOD action 2/18/2023