

I. Renter Information

Name: _____ Date of application: _____

Street address: _____ Phone(s): _____ (home) _____ (work)

email address: _____

II. Event Information

Event date: _____ Time (start/finish): _____/_____ (Child, teen, and young-adult (under age 21) events must conclude no later than 11:00 PM; Adult functions must be conclude **NLT 1 AM**)

Event type: **Personal***() **Other**** () **Pre-teen Birthday***** () Purpose/Occasion: _____

* **Personal** Events. Defined as a social gathering involving the Member's family or friends (such as birthday or anniversary parties, family reunions or other occasions, wedding receptions, etc.). Personal events are normally paid for by the Member's personal means, and can not, for example, be claimed as a business expense on one's tax returns.

****Other** Events. Defined as a social or other gathering involving private, commercial, professional, fraternal, honorary, or other persons or organizations in which the MCA Member is also an active member (includes school reunions, and the Member's workplace--a work/office function is a professional association and therefore is an "Other" event; however, an event to which work colleagues are invited **in addition to invited family and non-work related friends, is** considered a **Personal** Event). Approval of "Other" events will be at the discretion of the Board of Directors. An event which is paid for by a business, organizational "entertainment" or "social" fund, or other such fund, and which may, for example, be claimed as a business expense on one's tax returns, is an "Other" event. Should a question arise, it shall be the exclusive purview of the Board to define an event as "Personal" or "Other". Events being sponsored as "Other" remain totally and exclusively the responsibility of the Member, and the Member is required to be present for the entire event. Special rules and rental rates will apply for Other-category events

*****Pre-teen Birthday.** See MCA Rules and Regulations for details regarding this no-fee rental option.

Number of persons invited: _____ (**150 is the fire code occupancy limit** for the Marlbank Cove clubhouse)

III. Renter Requirement Considerations: (Check YES or NO to each of the following questions)

- | | YES | NO | |
|----|-----|-----|---|
| A. | () | () | Will alcohol be present? (Requires MCA approval before finalizing, alcohol will not be sold) |
| B. | () | () | Will anything be sold , or presented for sale? (Requires MCA approval before finalizing) |
| C. | () | () | Will anyone under age 21 attend? (If YES, chaperons must be provided) |
| D. | () | () | Is early access required? (If YES, at what date/time? _____/_____) |
| E. | () | () | Will decorating be done? (If YES, renter acknowledges the prohibition of use of nails, tacks, etc., or glue or strong adhesives, which would leave holes/marks on the facility) |
| F. | () | () | Is clean-up time affected by any scheduled activities before or after this event? (If YES, when must clean up be completed by renter? Date/time: _____/_____) |

IV. Renter's Certification of Rental Application Agreement

I certify that I am a member in good standing of the Marlbank Cove Association, and that I or an adult member of my immediate family and household will be in attendance throughout the event. **I have read the MCA Rules and Regulations pertaining to the clubhouse, that I understand the information therein, and that I agree to abide by and enforce the same.** Initials of renter: _____

If alcohol is served or present, I certify I have presented appropriate proof of alcohol liability insurance, naming the MCA as co-insured and have procured the appropriate ABC license for the event. Initials of renter: _____

I certify that all affirmations made hereon, or to the Clubhouse Attendant or other MCA representatives, are true, and I understand that I am personally responsible for the conduct of all of the guests at this event, and for any and all damages to the building, furnishings, and grounds that may occur during this event. Initials of renter: _____

Name of renter: _____ Signature of renter: _____

CLUBHOUSE RENTAL APPLICATION--MARLBANK COVE ASSN. (continued)

V. Initial Clubhouse Attendant Action:

Date application received: _____ Clubhouse availability confirmed : Yes () No ()

Rental fee--**Personal** () **Other** ()--received? Yes () No () If Yes, amount received: \$ _____

Security deposit received? Yes () No () If Yes, amount received: \$ _____

(NOTE: Both the rental fee and security deposit can be combined in one check if the applicant so desires; also, a **Security deposit is still required** for no-fee **Pre-teen Birthday** rentals)

Board Approval required? Yes () No () (NOTE: Required for: **1. Other** Member events; and/or, **2.** presence of **alcohol** requested; and/or, **3.** if event is **commercial**, i.e., products and/or services will be offered for sale)

If Board action is **not** required, the Clubhouse Attendant may at this point **approve and finalize** the application, so inform the renter, annotate **in ink** the clubhouse calendar, and **schedule pre-and post-event inspections**

(NOTE: annotate these dates/times on the clubhouse calendar as well:

Date/time of pre-event insp.: _____/_____; Date/time of post-event insp.: _____/_____), and route rental application form with payments to the Clubhouse Committee Chair or designated rep.

If Board action **is** required, annotate the clubhouse calendar **in pencil**, and route the rental form with payments to the Clubhouse Committee Chair or designated representative. Await further directions.

Clubhouse Attendant name/signature: _____/_____

VI. Clubhouse Committee Chair/Designated Representative Action:

Date application received from Clubhouse Attendant: _____

Date/time applicant contacted to clarify any issues, if required: _____

Date/time application forwarded to Board for approval: _____

Means used: Email () Telephone () Presented to Board at meeting () Other ()

Date approval received from Board: _____

Date applicant contacted and informed of approval or denial, as appropriate. _____

Date contacted Clubhouse Attendant to either: Remove disapproved pencil entry on calendar: _____

or

Finalize approved event in ink, on calendar: _____

Date application and check(s) were forwarded to MCA Treasurer: _____

VII. MCA Treasurer Action

Deposit check(s) in designated MCA bank account.

Upon conclusion of rental event and receipt of notification from Clubhouse Committee Chair/Designated Rep of post-event inspection results:

_____ In event of satisfactory post-event inspection, return security deposit to renter.

_____ In event of unsatisfactory post-event inspection, hold security deposit until Board decision and subsequent guidance.