



## GREAT HALL RENTAL APPLICATION AND AGREEMENT HOA MEMBER AGREEMENT FOR MEMORIAL EVENT

First and Last Name: \_\_\_\_\_

Division & Lot: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

Preferred Contact (please select):      Phone      Text      Email

### EVENT INFORMATION

Description of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Day:    M    T    W    Th    F    S    S

Start Time: \_\_\_\_\_AM/PM      End Time: \_\_\_\_\_AM/PM

Before Event Access Time: \_\_\_\_\_AM/PM    After Event Finish Time: \_\_\_\_\_AM/PM

Number of People Attending (Maximum 125): \_\_\_\_\_

### FOOD & BEVERAGE INFORMATION

#### ALCOHOL:

Will Alcohol be Served? Yes / No    If yes: LLCC Provided \_\_\_\_\_ Member Provided \_\_\_\_\_

Circle all that apply:    Beer    Liquor    Wine    Champagne

**PLEASE NOTE: The Washington State Liquor and Cannabis Board regulations require a Banquet Permit be posted for MEMBER provided alcoholic beverages at no charge to event guests.**

**See RENTAL AGREEMENT, 9. ALCOHOLIC BEVERAGES for additional information.**

**BAR & BARTENDER:**

Bartender Services Needed: Yes / No

Bartender Services are available for 4-hour increments. Cost: \$ \_\_\_\_\_

**FOOD:**

Catered: Yes or No If yes, name of Catering Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Contact Name: \_\_\_\_\_

LLCC Provided: Yes or No (Attach a copy of the banquet contract)

|                           |                 |                                                                 |
|---------------------------|-----------------|-----------------------------------------------------------------|
| <b><i>Bar Service</i></b> |                 |                                                                 |
|                           |                 | <b>NEW</b><br>Will be applied to bar tab as a minimum guarantee |
| Bar Set-up w/ Bartender   | \$250 / 4 hours |                                                                 |
| Server Service            | \$200 / 4 hours | <b>NEW</b>                                                      |

**WEBSITE**

Would you like your event posted on the Lake Limerick website? This is offered as an additional service for a nominal cost of \$ \_\_\_\_\_. We will add your event to the Home page event calendar. Yes, I/we would like to add this service: Initial \_\_\_\_\_

Event Title: \_\_\_\_\_

Include the above Event Date and Event Times: Yes No

Include short Message:

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**DEPOSIT**

Deposit Required: \$ \_\_\_\_\_ for events with No Alcohol or \$ \_\_\_\_\_ for events with Alcohol

**Deposit required to book/confirm event.**

Deposit Collected: \$ \_\_\_\_\_ Check#: \_\_\_\_\_

Please List Below Any Special Needs:

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**OFFICE USE ONLY**

☐ Insurance Policy Collected: INITIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

☐ Rental Fee Collected: \$\_\_\_\_\_ Check#: \_\_\_\_\_ Golf 365 Order #: \_\_\_\_\_

If after hours, name of team member working: \_\_\_\_\_

☐ Office Team: Notify Lead Servers. INITIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

☐ Add to Great Hall / Crow's Nest Calendar. INITIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**DEPOSIT REFUND OR FORFEITURE**

**REFUND:**

Great Hall was inspected with no cleaning needed, and no damages were found.

INITIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Customer Signature, deposit received: \_\_\_\_\_ DATE: \_\_\_\_\_

**FORFEITURE:**

Great Hall inspected and the following condition(s) were found:

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Charge: \$\_\_\_\_\_ Note Payment Type: \_\_\_\_\_

THIS RENTAL AGREEMENT ("Agreement") is made by and between LAKE LIMERICK COUNTRY CLUB, (hereinafter "LLCC") and \_\_\_\_\_, (hereinafter "MEMBER").

(First/Last Name & DIV/LOT)

1. **ENTIRE AGREEMENT**

This agreement constitutes the entire Rental Agreement between the parties pertaining to the subject matter contained in it as it relates to all prior and contemporary agreements, representations, and understandings of the parties. No supplement, modification, or amendment of this Agreement shall be deemed or shall constitute a waiver of any other provisions, nor shall it be binding unless executed in writing by the party making the waiver.

2. **DESCRIPTION**

LLCC hereby rents to MEMBER, and MEMBER hereby rents from LLCC, that certain real property located at 790 E. St. Andrews Drive, City of Shelton, County of Mason, State of Washington, otherwise know as the Lake Limerick Country Club Great Hall, street level entry only (hereinafter the "Premises").

3. **USE AND OCCUPANCY**

MEMBER is renting the premises in its present condition. MEMBER shall use and occupy the premises for the purpose stated on page one, "Description of Event." This agreement is for an event-space rental of the Lake Limerick Great Hall and not for any other type of occupancy. The premises shall be used for no other purpose without the prior written consent of LLCC.

4. **TERM OF RENTAL**

The premises will be available to the MEMBER pursuant to this agreement at:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Time) (Day of Week) (Month) (Date) (Year)

*The premises must be restored to its original pre-event condition no later than MIDNIGHT on the day of the event*

Member Initials \_\_\_\_\_

## 5. RESERVATION REQUIREMENTS

### TO HOLD AND CONFIRM YOUR RESERVATION DATE:

- a. A MEMBER Event reservation full rate deposit is due plus Mason County current sales tax rate are payable upon execution of this agreement to secure the date.
- b. LLCC provides access to the Great Hall, tables and chairs for a capacity of up to 125. MEMBER is responsible for the entire event including food and beverage, setup, teardown and cleanup. Evening events end by 10pm and cleanup by midnight. A prepaid refundable cleaning and damage deposit is due upon execution of this agreement if no alcohol is served. Damage fees may apply after the event and shall be billed to the MEMBER based on a post event inspection. Costs incurred by LLCC to return the premises and property to as good a condition as existed prior to the commencement of YOUR event shall be billed at cost. MEMBER agrees all damage fees billed shall be paid to LLCC within 30 days after such notice is received from LLCC.
- c. Decorations are limited to tabletop ONLY. No decorations are allowed on walls, glass, nor fireplace in the room nor in the deck area. Balloons are NOT allowed.
- d. MEMBER is encouraged to hire an event planner to provide all event services including food and beverage, setup, teardown and cleaning.
- e. Signed Great Hall Rental Application and Agreement along with all required deposits and fees.
- f. LLCC maintains the first right of refusal whether to accept an event reservation.

Member Initials \_\_\_\_\_

## 6. EVENT RATES

| <b><i>LLCC Member - Memorial Event</i></b> |           |
|--------------------------------------------|-----------|
| 4 Hours Maximum (Monday-Sunday, 8am-4pm)   | Waived    |
| After Hours / Non Office Hours             | \$ 50.00  |
| Deposits - Due at time of Reservations     |           |
| No Alcohol Served                          | \$ 250.00 |
| Alcohol Served                             | \$ 500.00 |

## 7. PARKING

Parking is available in the adjacent lot, striped areas on both sides of Saint Andrews Drive and in the Shop parking lot on Shamrock Drive. Parking is not allowed on the street. LLCC shall not be responsible for damage or theft of property of MEMBER or MEMBER'S guests parked in any public or private areas. For large parties, the contract signee is responsible for providing a parking attendant to manage overflow parking by directing guests to the Shop Parking Lot.

Member Initials \_\_\_\_\_

## 8. HOLD HARMLESS

MEMBER shall defend, hold harmless and indemnify LLCC, it's elected officials, officers, employees, agents and volunteers against all claims, suits, actions, costs, expenses (including but not limited to, reasonable attorney's fees and counsel retained by LLCC, expert fees, litigation costs, and investigation costs), damages, judgements, or decrees by reason of any person or person's bodily injury, including death or property (including property of LLCC) being damaged by the negligent acts, willful acts, or errors or omissions of the MEMBER or any person employed under MEMBER, or in any capacity during

the event, except when the injury or loss is caused by the sole negligence or intentional wrongdoing of LLCC.

Member Initials \_\_\_\_\_

## 9. FOOD AND BEVERAGE/ALCOHOL

- a. MEMBER is encouraged to hire an event planner to provide food and beverage services. Kitchen facilities are not provided.
- b. If alcoholic beverages are to be served, it must be noted on page one of this agreement. The Washington State Liquor and Cannabis Board regulations **require a Banquet Permit be posted where alcohol** is provided by the MEMBER at no cost to event guests and served by a MAST Licensed Bartender. Banquet permits are available from <https://lcb.wa.gov/licensing/online-banquet-permit>. Use of additional space for alcohol service is negotiable based on members adequate banquet permit specifying locations. If a banquet permit is not obtained and presented 7 business days prior to the event, alcoholic beverages will NOT be served.
- c. All persons purchasing and/or consuming alcoholic beverages must show proof of drinking age with a valid age identification to the Bartender and wear a wristband.
- d. ALL ALCOHOLIC BEVERAGES MUST BE CONSUMED INSIDE THE PREMISES. Alcoholic beverages are NOT PERMITTED OUTSIDE THE PREMISES (building). MEMBER agrees to assume full responsibility for the conduct of its members, agents, participants, customers, employees and guests, and all other persons who visit or use the facility in connection with MEMBER'S rental thereof. Plastic containers are required on the deck and no glass containers are allowed.
- e. Minors are not allowed to serve or be provided alcoholic beverages. If a minor is witnessed serving or being served alcoholic beverages, the person serving or providing the alcohol will be asked to vacate the premises and all alcoholic beverages service stop.

Member Initials \_\_\_\_\_

## 10. LIABILITY INSURANCE

MEMBER shall provide proof of coverage in the amount of \$1,000,000 of combined single limit liability coverage. The term of such coverage shall coincide with the date(s) of occupancy. It is understood and agreed that such insurance shall cover any damage or injury caused by the negligence of Member or any of its agents, participants, customers, employees and guests, and all other persons who visit or use the facility in connection with MEMBER'S rental. Purchase of this insurance coverage shall be at the sole expense of the MEMBER.

Event insurance can be purchased from:

<https://www.markelinsurance.com/event>

[Event Insurance - Instant Online Quote - No Deductible \(eventsured.com\)](#)

Proof of insurance certificate must be provided to Lake Limerick Country Club within 2 weeks prior to the date of Members contracted event.

Initials \_\_\_\_\_

## 11. CANCELLATION

MEMBER may cancel the scheduled event by notifying LLCC by email or in writing. If an event is cancelled, MEMBER automatically forfeits deposits as follows:

- a. Less than 30 days prior to event, forfeit the entire room deposit. The cleaning/damage deposit is refundable.
- b. More than 30 days prior to event, the entire room deposit and the cleaning/damage deposit, together with any other fees deposited shall be returned to MEMBER by LLCC via US Mail within 7 working days after cancellation (holidays are not included as working days). LLCC is not responsible for US Mail delays.
- c. LLCC may require MEMBER to relinquish the premises on demand in the event of a disaster or damage from fire or other emergencies as determined by LLCC. In such instances, LLCC will notify MEMBER either via email or in writing. All money paid, including the reservations and cleaning/damage deposit, shall be returned to the MEMBER in full within 7 working days of said notification (holidays are not included as working days). The return of the MEMBER'S reservation and cleaning/damage deposit together with any other fees collected shall be the sole and exclusive remedy for the termination of this agreement. MEMBER hereby expressly waives any claims for damages or compensation arising from or related to the termination of this agreement under this paragraph.
- d. If the police department receives complaints about noise from music or general rowdiness in and around the premises, they may exercise their professional judgement and either give the MEMBER a warning, or have the music turned off by 10PM, or request that the event close and the premises be vacated. There will be no refunds or partial refunds if the event is terminated in this manner. NO EXCEPTIONS.

Member Initials \_\_\_\_\_

## 12. NOTICES

All notices required by this rental agreement given to either party may be given personally or by depositing the same in US Mail, postage prepaid, and addressed to either party as set forth below and, in that event, notice shall be deemed to have been given three days after the mailing date.

| <u>MEMBER may notify LLCC at:</u>                                                                                                                     | <u>LLCC may notify MEMBER at:</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Lake Limerick Country Club<br>790 E. St. Andrews Drive<br>Shelton, WA 98584<br>Or<br><a href="mailto:mail@lakelimerick.com">mail@lakelimerick.com</a> |                                   |
|                                                                                                                                                       |                                   |
|                                                                                                                                                       |                                   |
|                                                                                                                                                       |                                   |

## 13. ASSIGNMENTS

MEMBER'S rights pursuant to this agreement shall not be assigned to any other party without the written approval of LLCC prior to the scheduled event. Subject to the restrictions on assignments or as herein contained, this rental agreement shall inure to the benefit of, and shall be binding upon the assigns, successors in interest, personal representatives, estates and heirs of the respective parties hereto.

Member Initials \_\_\_\_\_

**14. ATTORNEY'S FEES**

The remedies herein are cumulative and may be enforced separately or concurrently. If any action is brought to enforce the obligations or rights of parties under this agreement, the prevailing party in the action will be entitled to all costs and expenses, including attorney fees and all other document fees incurred in the action.

Member Initials \_\_\_\_\_

**15. ACKNOWLEDGMENT**

Both parties acknowledge, with their signature below, receipt of a signed copy of this agreement. MEMBER acknowledges that they have read and understand this rental agreement and regulations governing the use of the premises and agrees to comply with all terms and conditions contained herein.

The parties have executed this rental agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(Date) (Month) (Year)

MEMBER

LAKE LIMERICK COUNTRY CLUB

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_