



**THE BLUE MOUNTAIN LAKE CLUB (“Association”)
CLUBHOUSE RENTAL
GROUP USAGE CONTRACT / EVENT CHECKLIST**

Property Owner: _____

Lot # _____ Street Name: _____

Home Phone: _____ Cell: _____

Facility Requested: _____ Clubhouse

Nature of event: _____ Number of people attending: _____ (not to exceed 100)

Rental Date: _____ Time: Begin _____ End _____
(This time must include set-up and clean up.)

RENTAL FEE:

_____ \$275.00 *Security Deposit (check# _____, money order, credit card)

*all credit/debit card transactions will incur a 3% courtesy fee per transaction

Note: If the cost of clean up and or damages exceed the Security Deposit, the property owner will be responsible for the additional amount. Two (2) trash bags are included in Security Deposit fees for removal. Any other trash bags left behind will result in an additional charge (s) of \$25.00 per bag. Any balloons left behind will result in a charge of \$5.00 per balloon. Helium balloons or other decorations that can float to the ceiling are NOT permitted. Should the remote controls (for the television and/or the surround sound) be lost or damaged, you will be charged a \$100.00 replacement fee.

_____ \$275.00 Rental Fee (check# _____, money order, credit card*) (non-refundable)

*all credit/debit card transactions will incur a 3% courtesy fee per transaction

In order to complete reservation all monies must be paid; security deposit and rental fee. Security deposit will only be issued when all conditions are met. The security deposit Refund will be paid by check.

**ACCEPTED FORMS OF RENTAL AND SECURITY DEPOSIT PAYMENTS ARE:
CHECK, MONEY ORDER OR CREDIT CARD. CHECKS AND MONEY ORDERS
ARE MADE PAYABLE TO: THE BLUE MOUNTAIN LAKE CLUB.**

Property Owner Signature: _____ Date: _____

Funds Received By: _____ Date Received: _____

Office Use Only: Refund Amount _____ Refund Date _____

Date _____ Inspected by _____ Approved _____ Not Approved (please explain below in detail)



CLUBHOUSE RENTAL: CONDITIONS OF USE
RENTER/SPONSOR: PLEASE READ THE FOLLOWING RULES. INITIAL ACKNOWLEDGING YOUR UNDERSTANDING OF EACH.

Initials	Rules
	Property owners in good standing are permitted to reserve the Clubhouse for private functions. Reservations are on a first come first paid basis. Events of the Association or its Committees shall have priority. A Rental Application shall be completed at the Operations Office; rental fee and security deposit fee shall be payable with the submission of the rental form
	The Clubhouse is not available for rentals or reservations to Club members for commercial or profit-making activities.
	The Property Owner shall be responsible for unacceptable behavior; actions and damages caused by Guests. Children must be supervised always.
	Closing time of all events shall be no later than 12:00 a.m. All activities including cleanup must be completed by that time. There is an additional charge of \$50.00 for the first 30 minutes after 12:00 am and \$50.00.00 for each additional half hour in the event cleanup is not completed by 12:00 am.
	No tacks, staples, glitter or helium balloons may be used for decorating. Only tape that is safe for walls is permissible.
	Use of the kitchen and stove is available. All equipment must be cleaned and returned to its original condition at the end of each event.
	Should I use the television or surround sound, I understand that any damage to these systems will be my responsibility. I also understand that should I lose or damage the remote controls that I will be charged a \$100.00 replacement fee.
	Clean up shall include removal of decorations, consolidating trash into trash bags to be deposited in designated locations. All areas must be cleaned of litter, spills and food products. All areas are to be vacuumed and floors (dance and kitchen) mopped.
	The security deposit will be held to ensure the restoration and cleaning of the building and equipment to their condition prior to rental, less normal wear. In the event of excess wear, damage, or failure to clean occurs, the security deposit will not be refunded. Management will complete a post-event inspection of the building and facilities the next business day following the event.
	In the event a group exceeds the maximum room occupancy of 100 people, Management or its Designee may immediately end the event.
	As part of the rental process a Certificate of Insurance is required naming the Blue Mountain Lake as an additional interest or certificate holder on your homeowner's policy of liability insurance with a minimum amount of \$300,000 per occurrence. It is the responsibility of the Property Owner to ensure that the proper insurance has been provided to the Association within 10 days prior to the date of the rental; failure to do so may result in cancellation of the event.
	The Association shall not be responsible for personal articles left in the Clubhouse.
	The Clubhouse is a NO SMOKING AREA. Smoking is only allowed outside the building in designated smoking areas. Please deposit cigarette butts in the containers provided.
	Doors must remain closed to maintain the proper temperature (i.e. air conditioning, heating). If doors are constantly opened and closed during any event, temperatures will vary, and proper cooling and heating will not be achieved.
	During the summer months, the clubhouse is not available for rental prior to 7:00 pm.
	The clubhouse is not available for rental on the following Holidays (Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, July 4 th or Labor Day).

CLUBHOUSE RENTAL: CONDITIONS OF USE (Continued)

I, _____, (property owner in good standing), acting as the sponsor for the above noted event, do hereby agree to the accuracy of the information and conditions set forth above, and furthermore accept the responsibility of assuring compliance of the Blue Mountain Lake Club Covenants, By-Laws, Rules & Regulations along with the following:

1. The Association and Management reserves the right at any time, to withdraw its' permission for the use of the Clubhouse and reserves the right to alter or make such additional rules and regulations as deemed necessary for the health, safety and enjoyment of the public.
2. The sponsor (property owner/tenant in good standing) shall indemnify and hold harmless the Blue Mountain Lake Club, Management and their employees, contractors and the Association Board of Directors from any and all liability to said member or any other person or entity for bodily injury, damage to person or property or monetary loss from any cause whatsoever arising from or related to or otherwise connected with the use of said facility on the said date(s) or any other areas of Association property or other property which is under the care of the Association arising from or in any manner connected with (whether or not permitted by the Association) said use of facility.
3. A \$275.00 Security Deposit is required on all contracts. This amount is refundable provided the facility is left in an orderly fashion and the facilities are vacated and cleaned, as noted above. **No helium balloons or other decorations that can float to ceiling are allowed. No glitter of any kind is allowed (a \$50.00 glitter clean up fee will be deducted from your security deposit). Should the two (2) remote controls (for the television and the surround sound) be lost or damaged, a \$100.00 fee will be deducted from your security deposit.**

IN WITNESS WHEREOF and intending to be legally bound hereby, the member(s) have executed this agreement the day and year shown below.

(SIGNATURE OF PROPERTY OWNER/TENANT IN GOOD STANDING)

_____ DATE Management approval: _____

TRASH REMOVAL PROCEDURE


ALL TRASH SHALL BE PLACED IN THE DUMPSTER LOCATED IN THE CLUBHOUSE PARKING LOT TO THE SIDE OF THE CLUBHOUSE. NO TRASH SHALL BE REMOVED THRU THE SIDE DOOR (EMERGENCY EXIT) OF THE CLUBHOUSE. USE THE FRONT ENTRANCE ONLY. **NO TRASH IS TO BE LEFT INSIDE THE CLUBHOUSE OR IN ANY TRASH RECEPTACLE INSIDE THE CLUBHOUSE.** _____ (Initials)

DO NOT TOUCH THE T.V.

Use the Remote Control to turn the T.V. on as well as to choose your options. **Do NOT plug any devices directly into the T.V.** There are HDMI Ports located in the wall directly under the T.V.

TV Remote:

This device is operated ONLY by remote. Do NOT touch the T.V. or plug any devices directly into the TV.

Power on 

Using a Laptop for slideshow or power point presentation:


- You must have an HDMI port on your laptop and an HDMI Cable.
- Plug HDMI cable into your laptop and the other end into the HDMI Port (located on the wall below the TV).
- Use the remote to scroll (TV, PC, PlayStation, etc.).

Please note: You cannot connect any device to the T.V. without an HDMI connection. You cannot connect your device via wi-fi or Bluetooth (unless you have a Samsung device).

Surround Sound – Yamaha Remote Control:

This device is located on a ceiling shelf near the back door of the clubhouse.

This device is operated ONLY by remote.

Power on 

Using the Remote Control for the Yamaha Receiver scroll until you see Bluetooth.

Turn on your device (iphone, ipad, etc.) and turn your Bluetooth on. You will connect to: RX-V481 DDB).

The remote control will operate the volume.