RESORT PARK

Clubhouse Reservation Rental Agreement

ALL RESERVATIONS MUST BE MADE 30 DAYS IN ADVANCE
YOUR EVENT MAY NOT CONFLICT WITH ANY PLANNED LATITUDE 49 EVENT

Owner's Name: _____ Lot #: _____

Today's Date: _____ Type of Event: _____

Date of Event: _____

Time of event: **From:** _____AM/PM **To:** _____AM/PM

Number of guests: _____ Code needed for entry gate?____yes ____no

Clubhouse rental includes use of kitchen and glassware

Two checks (US Funds only) are required: 1) a non-refundable rental fee; 2) a $100 cleaning/damage deposit fee.

Rental Charges

Group of up to 20 people	$25.00
Group of up to 50 people	$50.00
Group of more than 50 people (100 Maximum)	$100.00
Use of the BBQ	$25.00

USAGE FEE AMOUNT _____; RECEIVED ____ by _____

DEPOSIT AMOUNT of $100; RECEIVED ____ by _____

DEPOSIT REFUND: The Deposit Fee will be refunded providing all items on the Clubhouse and Kitchen Check List have been fully completed and that sheet has been signed off by a designated Board representative.

PLEASE NOTE: ALL EVENTS ARE SUBJECT TO LATITUDE 49 RULES AND REGULATIONS

APPLICANT: CURRENT WITH ASSOCIATION DUES _____; GIVEN GENERAL RENTAL INFORMATION _____; GIVEN CLUBHOUSE AND KITCHEN CHECK LIST _____.

Return form to:
INTEGRA Condominium Association Management, Inc.
P.O. Box 31936 [office physical address: 2183 Alpine Way]
Bellingham, WA 98228

Revised: December 2017

Latitude 49 Resort Park

Clubhouse Reservation General Information

ONLY LATITUDE 49 OWNERS OF PROPERTY MAY RENT THE CLUBHOUSE

Latitude 49 Resort Park Association maintains the Clubhouse and facilities. The Board of Directors has designated INTEGRA Condominium Association Management to process applications for reservations for Clubhouse rentals. INTEGRA coordinates with Activities to maintain a current master calendar. Rental fees and cleaning (damage) deposit checks shall be made payable to Latitude 49 Resort Park Association. These funds are deposited into the General Fund.

An Owner who rents the Clubhouse must agree to abide by the following:

1. Rental of the Clubhouse is an "at your own risk" rental agreement; therefore, Latitude 49 will **not** be liable for any injuries sustained by the renter, family members, other Owners or any guests who attend the event hosted by the Owner who rents the Clubhouse. NOTE: The Clubhouse may be rented for 6 hours each time, which includes setup and cleaning time.
2. Any violation of Latitude 49 Rules and Regulations will result in fines levied in accordance with the fine schedule listed in the current Rules and Regulations document.
3. Decorations are limited to items that will not damage Latitude 49 property or that of other Owners. Use of flammable items, such as, but not limited to, patio torches are strictly prohibited.
4. A "walk through" prior to the use of the Clubhouse and a "checklist" follow up are conducted with the Owner who rents the facility and a designated Board representative both of whom sign the latter document.
5. A reminder: the Clubhouse may not be rented for political purposes or fund-raising activities.
6. The renter must supply all disposable supplies (e.g., napkins, coffee, condiments) for the event; no Latitude 49 kitchen implements or supplies may be removed from the kitchen.
7. The renter is responsible for cleaning the Clubhouse after the rental as detailed in the checklist form. If additional cleaning or repair of Latitude 49 Association property is required, the actual costs incurred will be assessed to the renter for immediate reimbursement.
8. Rental of the Clubhouse is restricted to that building; therefore, it does not include the use of its adjacent buildings, property or equipment (e.g., patio area, game room, exercise room, ping pong room, small kitchen, office building or the pool).
9. The microphone, stereo, and karaoke equipment are not included in the rental.
10. If the renter intends to serve alcohol at the event, s/he must acquire a banquet license. A photocopy of the permit must be submitted to INTEGRA seven days prior to the event. The original license must be posted on site at the event.
11. The renter must be present at all times during the rental.
12. Smoking of any kind in the Clubhouse is strictly prohibited.

I have read and agree to comply with all of the listed conditions and rules of this document as well as the Clubhouse rental reservation agreement form:

_____ _____

Signature of Renter and Lot # Date

Latitude 49 Resort Park

Clubhouse and Kitchen Checklist

The homeowner MUST be in attendance at all times during the scheduled event.

1.____ Turn off all kitchen/interior oven fans, ovens, and stovetop burners; unplug coffee maker.

2.____ Hand wash and dry ***or*** cycle through the dishwasher all kitchen items and glassware that you have used. When you have finished your final load, drain all of the water from the tub, clean the filter and turn off the dishwasher.

*****Dishwasher instructions are posted in the kitchen*****

3.____ Put away in their proper places all kitchen items and glassware that you have used.

4.____ Wipe clean the ovens, stove tops, refrigerators, appliances, countertops, cupboard doors, sinks or any other surface that has been soiled during your event.

5.____ Wipe clean all tables and chairs; leave the tables and chairs as they were when you came to set up and/or decorate.

6.____ Wet mop the kitchen floor if you have spilled food or liquid; sweep clean and/or dry mop the main hall.

*****Brooms and mops are located in the storage room next to the kitchen*****

7.____ Thoroughly clean the BBQ if used; turn off the gas to both burners and the BBQ grill. Behind the grill on the log wall, close the shut-off valve to completely turn off the gas. Replace BBQ cover when BBQ completely cools.

8.____ Properly bag and place all trash in the alcove by the southeast door.

9.____ Close and lock all doors and windows throughout the building. Turn ceiling fans back to "low." Turn off all lights.

10.____ Return the two "carts" to the kitchen.

11.____ Launder all dishcloths and towels that you have used; return them to the kitchen.

12.____ Remove all event decorations from the building following the event.

Please check off each item listed above. The list must be signed off by designated Board representative and returned to INTEGRA before your cleaning (damage) deposit check can be returned.

_____ _____

Signature of renter and Lot # Approved by

Revised: December 2017