



LNSRC Clubhouse Rental Application and Facilities Use Form

Members of the LNSRC may enjoy the use of our facilities to hold a private party in accordance with Club Bylaws and Rules. Please remember our Club is member owned, so any member hosting a private party should not expect exclusive use of the club. A Rental agreement must be read and signed to secure the time and date of the event at which a \$150.00 security deposit is required. A \$75.00 fee is non-refundable if the event is cancelled two (2) weeks or less prior to the event. Any portion of this fee that shall be used for damage and/or cleaning will be left to the Manager's discretion and can be all or any amount up to \$150.00, but will not exceed \$150.00. **All fees must be paid in advance.**

Member's name:	Member's phone number:
Date of Event:	Type of Event:
Event Start Time:	Event End Time:
Estimated total number to attend:	Estimated number of (non-members) to attend:
Age Groups Attending: Adult _____ Teenagers _____ Children _____	
Equipment Needed: Tables _____ Chairs _____ Grill _____	
Special Needs:	
Specific Instructions:	
<p>I assume full responsibility for the conduct of all persons in attendance and for any damage done to any part of the facilities during any time such premises are under my control, my agents, invitees or others. I further agree to indemnify and hold harmless the Club against any and all claims, liabilities or costs including attorney fees for any injury or death or property damage arising out of or connected with my rental time for my guests or my agents.</p> <p>I further agree to the following:</p> <ul style="list-style-type: none"> • No smoking or use of tobacco products on the <u>premises</u>. • No exposed flames. • No tape, pins, nails or other disfigurement to the walls, ceiling, wood trim, floor or any part of the building. • No glitter or paper confetti. • No animals, of any kind, unless they provide assistance to disabled persons. • To clean or have cleaned the facilities within 12 hours of use or before the next scheduled event which ever comes first. • To use the ceiling S hooks provided for any banners or other items, but items are not to exceed 4 lbs. in weight. • To clean up of all leftover food and beverage items. • To take all trash to the dumpster at the end of the event. The club provides trashcans and liners. • To clean all counter tops, sinks and toilets. • To vacuum all carpets and to mop the kitchen, restroom and hallway floors. • To immediately spot clean any spills. • To clean any spills in/or on the microwave or refrigerator. • To remove all decorations from the clubhouse. • To clean any major accidents in the bathroom. • Comply with safety regulations and policies of the Virginia Beach Police and Fire Department. • Comply with all LNSRC Facility Rules. 	

No guest is allowed near the pool area at anytime. LNSRC is not responsible for the health and safety of any guest near the pool. During a party, no swimming is allowed unless prior approval of management has been obtained.

LNSRC staff may be on hand to monitor the use of the facilities, but are not intended to assist in the function.

Clubhouse Rental Fees

Starting Time of Set-up: _____ Starting Time of Event: _____ Ending Time of Event: _____

The fee for (2) hours ending by 5:00 PM for members will be \$50.00. Each additional hour still ending before 5:00 PM is an additional \$25.00. (Rental hours must include time for set-up.)	\$
From 5:00 PM until 10:00 PM, the fee will be \$150.00.	\$
Day and evening fees until 10:00 PM will be \$400.00.	\$
Parties starting at 5:00 PM or later and going past 10:00 PM will be \$300.00 and includes cleaning.	\$
Parties that request usage of the pool until 9:00 PM will be an additional \$75.00.	\$
Parties with pool usage after 9:00 PM will pay an additional \$50.00/hour. Pool parties will be terminated at 11:00 PM.	\$
All parties with more than 100 people attending will be charged an additional \$50.00.	\$
All events ending before 10pm will have the option of providing their own cleaning service or elect for the club to clean. Should the renter elect to clean after their event, they will have up to 12 hours from the ending of the party to do so. A cleaning service can be provided for an additional \$50.00 fee. This service will include the vacuuming of all the areas that are used, wiping down of all kitchen surfaces, cleaning the bathrooms and mopping the tiled floors.	\$
The Renter agrees to pay LNSRC the following rental fee	\$

Member's Signature: _____

Today's Date: _____

ABC Policy

Any party that includes alcohol must have an ABC manager. The ABC manager must be an active member of the club. The ABC Manager's name must be posted in plain sight in at least 1" letters. All alcohol must be purchased wholesale, and receipts must be on premise at all times. No open containers are allowed outside of the fenced in area. The ABC manager is responsible for making sure that the above policies are met, that no underage persons are drinking alcohol, and that no alcohol is served to individuals who are intoxicated. The ABC manager may not become intoxicated.

LNSRC assumes no liquor liability for this event. It is up to the sponsor to determine if coverage is required, and to secure that coverage through the club manager at least 7 days before the event. Cost of coverage is determined by the size of the event. LNSRC must also be named as an additional insured party.

LNSRC Use Only

Manager's Approval:		Date:	
Member Notified On:		Fees Charged:	Total Fees: \$ _____ Paid on: _____ Check #: _____
			Security Deposit: \$150.00 Paid on: _____ Check #: _____
Comments:			
Check Out Comments:			
Damages:		Damage Fees: \$ _____	
		Balance of Security Deposit Returned to Renter on: _____	