

LOGSDEN COMMUNITY CLUB FACILITY USE APPLICATION FORM

Print name of individual and/or organization requesting use

Address City State Zip Code

Daytime Phone Evening Phone E-mail address

Date(s) Requested: _____ Day(s) of the Week: _____

Time of rental: From _____ a.m./p.m. to _____ a.m./p.m. Total time reserved: _____

Description of Activity

Number of expected attendees: _____ Will money be solicited and/or products sold? _____

*** The applicant is responsible for informing group members of their responsibilities for facility use/care under the Logsdan Community Club Policies and Procedures.**

1) It is understood and agreed that the Logsdan Community Club, Board, Members, and volunteers shall be held harmless against all claims, damages, loss or expenses including attorney's fees arising out of or resulting from the use of the Logsdan Community Club facilities and grounds.

2) User group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage, theft, or undue maintenance shall be charged to the applicant beyond the cleaning deposit. Failure to meet this obligation within thirty (30) days of billing may cause legal action, including all costs incurred by the Logsdan Community Club.

3) I have read, understand and agree to comply with all regulations, policies, and fees set forth by the Logsdan Community Club. I further agree that I will personally be responsible for any damage to, or theft from the facilities, grounds and equipment of the Logsdan Community Club.

Signature of individual requesting use

Date

Signature of authorized Club representative

Date

Alcohol Use Agreement

Please select one of the following options that best describes your event:

_____ No alcohol will be served or consumed.

I, _____ (name of renter), declare that there will be no alcohol consumed during the event on _____ (date). I will not serve alcohol and I will make sure that none of my guests and participants at the event will serve and/or consume alcohol on the premises of the Logsdan Community Club.

Signature of renter

Date

_____ Alcohol will be served.

- If alcohol will be consumed during the event, you must provide us with a Certificate of Insurance showing you have \$1,000,000.00 in General Liability coverage.
- If you are using a LICENSED and INSURED company (caterer, winery, brewery, etc.) to serve the alcohol, you must submit a copy of the server's OLCC license. The serving company must name the Logsdan Community Club as additional insured for the day(s) of the event on their liability insurance of no less than \$1,000,000.00. You must submit a copy of that certificate.
- Sufficient food and non-alcoholic beverages must also be served.
- The Logsdan Community Club reserves the right to end alcohol service and/or the event at any time if alcohol consumption exceeds responsible usage.

I, _____ (name of renter), declare that alcohol consumption during the event on _____ (date) will be in compliance with all pertinent OLCC Special Event Licensing requirements.

Signature of renter

Date

_____ Alcohol will be sold or alcohol is available (but not being sold), and you are charging or accepting donations for admission, or where payment is required to attend the event.*

*** Note: You will need a liquor license for your event.** Please consult the OLCC Special Event Licensing website to find out what is required for your event.

<https://www.oregon.gov/olcc/lic/pages/special-event-licensing.aspx>

- If alcohol will be consumed during the event, you must provide us with a Certificate of Insurance showing you have \$1,000,000.00 in General Liability coverage.
- If you are using a LICENSED and INSURED company (caterer, winery, brewery, etc.) to serve the alcohol, you must submit a copy of the server's OLCC license. The serving company must name the Logsden Community Club as additional insured for the day(s) of the event on their liability insurance of no less than \$1,000,000.00. You must submit a copy of that certificate.
- Sufficient food and non-alcoholic beverages must also be served.
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I, _____ (name of renter), declare that alcohol consumption during the event on _____ (date) will be in compliance with all pertinent OLCC Special Event Licensing requirements.

Signature of renter

Date

Suggestions for securing general liability insurance:

- Speak to your insurance agent, as they may be able to provide you with 24-hour coverage under a homeowners or other policy.
- If your reservation is for a company-sponsored event, the company's insurance agency may be able to provide the necessary Certificate of Insurance.
- If you are using a catering company and they will be providing and serving the alcohol, they should provide the necessary Certificate of Insurance on your behalf.
- Visit one of the following websites:

www.rvnuccio.com
www.eventinsurance-kk.com
www.theeventhelper.com

www.privateeventinsurance.com
www.eventsured.com
www.markelinsuresfun.com

Rental Fee and Security Deposit

Fee Schedule for User Groups

Rental hours: 8 a.m. – 10 p.m. (14 hours)
 Half day rental: ≤ 7 hours; Full day: 7+ hours

<u>User Group</u>	<u>Monday – Thursday</u> ½ day / full day	<u>Friday – Sunday</u> ½ day / full day
Members ¹	\$100 / \$175	\$150 / \$200
Non-profits ² /agencies/etc.	\$125 / \$200	\$175 / \$225
Non-members	\$225 / \$300	\$500 / \$700
Commercial kitchen only ³	\$10/hr or \$50/day	\$15/hr or \$75/day
Specialty Pricing	Custom pricing may be available to individuals, businesses, or organizations that wish to use the Club on an on-going weekly or monthly basis. Please e-mail us to discuss details.	
Security Deposit	\$250.00 (\$50 non-refundable)	

¹ To qualify for Club Member pricing, membership dues must have been paid prior to submission of the Rental Application. One must also be an active/participating member of the Club, attending meetings and volunteering for various duties.

² Non-profits experiencing financial hardship may apply for a rental fee waiver. Fee waivers are granted on a case-by-case basis at the discretion of the Logsden Community Club Board. Please contact us if you are requesting a waiver.

³ Must have a current Food Handler's permit from the State of Oregon.

The rental fee + \$250 security deposit must accompany the application form to confirm and reserve a date. Refunds for cancellation will be granted if written notification is given **14 days prior to the event**. Cancellations giving **less than 14 days** notice will forfeit their deposit fee.

All rentals scheduled **within two weeks** of the event date must pay the rental fee in full plus the \$250 security deposit with cash or cashier's check. All charges can be paid with a single check, which will be cashed before the event.

The balance of your deposit (**\$50 non-refundable**) will be returned with a check from the Logsden Community Club. Please allow up to 2 weeks for your refund check to arrive.

Initial, Sign, and Submit all forms and payment to:

Logsdan Community Club
PO Box 67
Logsdan, OR 97357

or scan and e-mail rental forms to:

logsdan1@gmail.com

Make check payable to: Logsdan Community Club

**** Note that there will be a \$30 fee for all returned checks****

Rental Fee Payment

Amount _____

Payment date _____

_____ check with check # _____

_____ cash

_____ Non-profit financial hardship waiver requested (501(c)(3) organizations only)

\$250 security deposit (\$50 non-refundable)

_____ check with check # _____

_____ cash

It is the renter's responsibility to ensure that the Club is not used in any way that would cause harm, injury, or damage to persons or property. The renter is responsible for using the Club only in a way that obeys the law, ordinances, and government regulations. The renter shall indemnify and hold harmless the Logsdan Community Club and all parties affiliated with the Logsdan Community Club from any and all liability for any and all claims arising out of injuries or damages caused by any act or omission of the Renter, Renter's guests, or any other party involved in usage of the Logsdan Community Club.

The Logsdan Community Club premises may be inspected by a Club representative at any time during the rental period. If a Club representative sees any activity prohibited by the rental agreement, the Logsdan Community Club reserves the right to stop the event, and the renter and renter's guests agree to vacate the premises immediately. The security deposit will be forfeited.

Please remember that the Logsden Community Club is a non-profit organization operated by volunteers. Please be respectful, responsible, and safe.

I, _____ (name of renter), have read and agree with the Logsden Community Club Rental Agreement and Alcohol Use Agreement.

Signature of renter

Date

FOR LCC USE ONLY	
RENTAL FEE	\$ _____
SECURITY DEPOSIT	\$ 250.00
TOTAL	\$ _____
PROOF OF INSURANCE	
Name of insured:	

Insurance company:	

Policy number:	
