

**Gleneden Beach Community Club      Ph: 541-921-9573**

110 Azalea St., P.O. Box 301, Gleneden Beach, OR 97388

**Application Form to Reserve the Gleneden Beach Community Center**

Please complete this form and return, along with your deposit of \$200.00 by check made payable to "Gleneden Beach Community Club" (sorry, we cannot accept debit or credit cards) to:

Gleneden Beach Community Club  
Attn: Facilities Coordinator  
P.O. Box 301    Gleneden Beach, OR 97388

**Note: A completed copy of GBCC's "Hold Harmless Agreement" must be included with this application.**

*(Please Print)*

Name \_\_\_\_\_

Business or Non-Profit (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Date(s) Needed \_\_\_\_\_ Estimated Number of Attendees \_\_\_\_\_

Hours Needed - to include all set-up, decorating and clean-up time

From: \_\_\_\_\_ am / pm    To: \_\_\_\_\_ am / pm

Describe activity to take place (reception, party, reunion, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**Conditions of Use**

1. Usage Fee will be collected at time of check-in.
2. All functions (event plus clean-up) must be completed by 10:00 p.m.
3. Person responsible for use of the facility must be in attendance and be at least 21 years of age.
4. Building to be left clean, all food and garbage removed, and windows and doors locked.
5. If event is cancelled less than 30 days prior to the scheduled use date, \$50.00 of the \$200.00 deposit will be forfeit.
6. If not returned immediately at check-out, deposit is expected to be returned/postmarked within 72 hours after the scheduled event pending verification by facility coordinator that there is no damage, the facility has been left clean and items returned to their proper location as found.

**TOTAL DEPOSIT WILL NOT BE REFUNDED IF ANYTHING IS TAPED, GLUED, TACKED, OR IN ANY WAY AFFIXED TO WALLS, DISPLAY CASES, WOODWORK, TABLES, ETC. WHICH LEAVES ANY RESIDUE OR DAMAGE.**

I have read and agree to the above conditions and agree the GBCC will not be held liable for injuries to person(s) or property that result from the use of the Gleneden Beach Community Center.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Title (If applicable, for business or non-profit) \_\_\_\_\_

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**HOLD HARMLESS AGREEMENT FOR USE OF GLENEDEN BEACH COMMUNITY CLUB**

This agreement is entered into this, the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_,  
between the Gleneden Beach Community Club (its members and Board of Directors) and  
\_\_\_\_\_ (User)

User has submitted an application for the use of the Gleneden Beach Community Club (GBCC) facility, if required, and user also agrees to abide by all rules and regulations of the GBCC.

In return for the use of the facility, User also agrees to indemnify and hold harmless the GBCC members and Board of Directors from any and all liabilities, claims, and causes of action arising from the User and/or guests during time of use (including but not limited to attorney's fees and court costs). It is also agreed that user and guests, by visiting the GBCC, voluntarily assume any and all risks related to the effects of SARS-CoV-2 and potential variants.

User agrees to reimburse the GBCC for all costs associated with any damage and/or destruction to any part of the facility by user and/or guests that incur during the use agreement period.

GBCC Facilities Representative

User / & Title (if signing for a business or non- profit)

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

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

## **Gleneden Beach Community Club (GBCC)**

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### **USAGE POLICY**

1. Hours of usage to include ALL time needed to set up/decorate, as well as cleaning up after event. Hall may be booked for any hours between 7am to 10pm.
2. A cleaning/reservation deposit of \$200.00 is required to hold a date. (Note: \$50.00 will be forfeit if event is cancelled 30 days or less prior to the scheduled date.) If not returned immediately at time of check-out, the deposit balance can be expected to be refunded/postmarked within 72 hours after the event provided facility is left in satisfactory condition.
3. A completed "Hold Harmless Agreement" or a binder of liability insurance must be included with each application.
4. The usage rate is 50% less for current (paid-up) members of GBCC residing within the GBCC club membership boundaries and can be applied one time per calendar year. This reduced rate does not apply to Non/Not-for-Profit or Commercial Organizations.

### **RATES:**

#### **A. Individual**

- \$75.00 for the first 3 hours with a 3 hour minimum
- \$20.00 per each additional hour

(Example: Party lasting 5 hours - \$75. + \$40. = \$115.)

**B. Non- & Not-for-Profit Organizations** (Include information – 501(c)#, website, etc. - showing status and organization needs to provide service, support, or inclusion of residents within Lincoln County.

- \$25.00 for the first 3 hours, with a 3 hour minimum
- \$10.00 for each additional or partial hour

#### **C. Commercial**

- \$150.00 for ½ day (6 hours or less within same day)
- 300.00 for full day (7 plus hours within same day)

#### **D. Specialty Pricing**

- Custom pricing may be available for individuals, businesses or organizations that wish to use the building on an on-going weekly or monthly basis. Please call the Facilities Coordinator to discuss.