

Bayshore Clubhouse
Homeowner Small Usage Policy

General Requirements

- Dues must be current to rent
- Homeowners may transfer event rental privileges to a person renting their home if information on file is updated, but cannot concurrently have rental privileges and also have their renter have privileges. In other words, only one family per home may have rental privileges. In this document, “homeowner” refers to the homeowner or his/her rental designee.

Homeowner Small Party

- **Under 50 people.**
- Up to 4 hours during normal Clubhouse business hours
- Purpose of party can include for personal use, personally-owned business, friends, etc.
- **Homeowner must be present during entire event.** Homeowner should be first to arrive and last to leave.
- Homeowner is responsible for event and guests
- Limited to one per month with some exceptions (may apply for exception through Event Manager)
- Reservations:
 - Non-premium reservation dates:
 - May reserve up to one year ahead for Sunday through Thursday
 - Premium reservation dates:
 - Fri/Sat: Up to 30 days ahead year round
 - Special days (i.e., Valentine’s, Halloween): Up to 30 days ahead
- Fees:
 - No fee for event
 - Extra fees are rare, but may include actual cost of damage to property, actual cost of rug cleaning if necessary due to spillage or other, \$50-\$100 for clean-up of outside grounds, trash, etc. from guests, \$50 each for incidences of vomiting or other, \$10/guest over 50 guests, and \$200 for a call to the police.
 - Cleaning is available for \$250 fee and we will clean main event room, kitchen, bathrooms, garbage, etc.
 - \$100 per hour overtime fee assessed if party or cleanup extends past 10 pm M-F or 6 pm Sat/Sun.
 - Optional items include patio heaters/fire tables; linen rental; fire logs purchase; cleaning fees.

USE OF CLUBHOUSE AND DAY OF EVENT

Set-up

- Set-up, event, and break-down must occur within reserved 4-hour period
- You may decorate walls and ceiling by using tape or push pins that are easily removed after event
- Bayshore provides a variety of tables and three styles of chairs
- Please provide your own table coverings or linen for tables. We rent table linens for \$10 each
- **NO RICE, CONFETTI, OR GLITTER** allowed or any other item that is very difficult to clean-up
- You may bring in fire logs for fireplace usage. Fire logs are available at two for \$15.
- Hallway by kitchen may not be blocked due to fire regulations
- Other clubhouse guests will be coming through hallway during setup and during event
- Candy counter will remain open for business
- DJ or tables may set up on dance floor

Areas of Clubhouse available

- Main room, dance floor, kitchen, bathrooms, fireplace, deck
- Upstairs dressing suite as necessary.
- Playground with adult supervision only; not during hours when preschool is operating
- Downstairs area (i.e., swimming pool, fitness room, billiards), guests must pay additional \$2 to \$5 each if downstairs is used. The downstairs is not open to events that serve alcohol. Pool usage must be requested at time of reservation. No more than 20 swimmers including neighbors and their families allowed in pool. **Please consult Event Manager regarding pool usage.**
- Tennis Court and Lawn

Areas of Clubhouse NOT available

- Playground may not be used during hours when preschool is operating (M-F, 7 a.m. to 6 p.m. Mon-Fri). If playground is used during other hours an adult or responsible teen must be present to supervise at all times. No plates, cups, etc.
- No congregation should occur in front of Clubhouse or parking lot

Kitchen

- 2 microwave ovens
- 2 ovens
- Wide refrigerator/freezer combo
- No utensils or cookery provided, please bring all your own kitchen items
- No frying or broiling allowed in kitchen, but crock pots or other non-fry plug-ins are allowed

During the Event

- Length of Event
 - Your maximum event time (start to finish) is four hours and begins at prearranged time or when first guests begin arriving if they arrive prior to start of prearranged time. Early set may occur if no other events.
- Alcohol
 - No alcohol may be served/consumed prior to 6:00 pm weekdays due to preschool on premises
 - For use by adults 21 and older
 - May not be “sold” or used as part of fundraiser (i.e., wine bottle in a basket for silent auction)
 - Bartender with TAM card recommended but not required
 - No special insurance is necessary for alcohol use
 - No swimming pool area use
- Smoking
 - Permitted on back deck only after 6:00 pm weekdays or Sat/Sun due to preschool on premises
 - No smoking is permitted in Clubhouse or in front of the building, parking lot, or lawn
- Noise level
 - Office personnel will monitor noise level and advise if excessive
 - Front doors must remain closed if party is loud
- Children
 - Children must be supervised at all times
 - Children prohibited from stairs and upstairs dressing suite unless accompanied by adult at all times (dressing suite use for weddings, quinceañeras, performers, celebrations of life or other approved events)

After the Event

- Event Room
 - **Please remove all decorations and tacks that secured items to walls or ceiling**
 - Balloons must be removed; special tool available for high ceiling floaters
 - Please remove all linens and rented items brought in for event
 - Put away tables and chairs
 - Wipe down tables and chairs when not using covers. Spray cleaner and paper towels provided.
 - Empty trash cans and put trash in dumpster in parking lot. Trash bags provided.
 - Vacuum
- Kitchen
 - Please clean kitchen to be ready for next event
 - Check refrigerator, microwaves, and ovens for food, dishes, utensils
- Bathrooms
 - Empty trash cans/replace liners (provided)
 - Wipe down sink and counter, pick up any debris on floor
 - Flush toilets
- Finishing Up
 - Room must be vacated and ready for next guests by end of 4-hour reserved time period
 - If clean-up activities, DJ departure, caterer cleanup, or function continue after Clubhouse closing hours, an extra fee of \$100 per hour will be assessed

For additional information, please contact Nate Summers, Event Manager, at events@bayshore.club or 907-522-4905. You can see photos of the event room on the Clubhouse website at www.bayshore.club. Rates/fees may change at any time.

Bayshore CLUBHOUSE

3131 Amber Bay Loop
Anchorage AK 99515

Phone (907) 522-4905
Fax (907) 344-0810

Homeowner Small Party Contract for Use of Event Room

Date of Event: _____ Day of Week: _____

Type of Event: _____

On behalf of (person/group/business): _____

Rental rate: Up to 4 hours (Including set up, event, and clean-up)

Credit Card Guarantee: You credit card on file serves as a guarantee against damage, cleaning and overtime).

Small Homeowner Event:

There is no rental fee for use by homeowners for use of the Chalet Event Room for small parties of no more than 50 people. Includes use of tables and chairs, kitchen, outdoor deck w/ propane grill, dance floor, fireplace, professional sound system, Wi-Fi, 85" smart TV, portable bar and dressing suite.

I understand that my credit card on file will not be charged as long as 1) no damage occurs to Clubhouse or grounds; 2) no extra cleaning is required by Bayshore staff as a result of the event; 3) event is complete and room is ready for next user within designated four hour period; and that party is subject to \$100 per hour overtime past four hour period. Homeowner must be present during entire event.

I understand and agree to accept financial responsibility for any damages that may result from the event and my guests, and to abide by Clubhouse Usage Rules (provided separately) which are in force at the time of the event. I further understand that dues must be current at time of reservation and time of rental.

By: _____ Dated: _____
Signature of Homeowner

Printed name: _____

Phone: _____ Email: _____

Address _____ CC ON FILE _____ CHECK _____

OFFICE: _____

Accepted by: _____ Date: _____
Office Personnel

Bayshore Contact Information

Name:		
Mailing Address:		
City:	State:	Zip:
Email:		
Day Phone:	Evening Phone:	

Event

Date of Event:
Day of Week:
Type of Event:
Honoring (names):

Arrangements

Event Time (select 1): <input type="checkbox"/> 10 am—2 pm <input type="checkbox"/> 2 pm—6 pm <input type="checkbox"/> 6 pm—10 pm (Mon-Fri only)	
Contact Person(s) During Event:	Phone Number:
Photographer:	Phone Number:
Caterer:	Phone Number:
DJ (if applicable):	Phone Number:

Special Requests or Usage

<input type="checkbox"/> Bridal Dressing Suite	<input type="checkbox"/> Lawn (wedding ceremonies only)
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Outdoor deck with gas grill
<input type="checkbox"/> Large screen TV	<input type="checkbox"/> Podium
<input type="checkbox"/> Professional sound system with mic	<input type="checkbox"/> Fire log (\$5 per 4-hour log)
<input type="checkbox"/> Digital piano	<input type="checkbox"/> Patio heater (\$50 rental fee, fuel included)