

Contact: Lynn Brooks

252-~~207-6758~~  
441-4938

Colington Harbour Yacht and Racquet Club, INC.  
P.O. Box 2196  
Kill Devil Hills, NC 27948-2196

APPLICATION FOR NON-MEMBER'S USE OF CLUBHOUSE

Applicant's Name \_\_\_\_\_ Today's date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Date of Function \_\_\_\_\_ Number of Guests \_\_\_\_\_

Type of Function \_\_\_\_\_ Hours of Use \_\_\_\_\_

Do you want to rent: entire facility \_\_\_ upstairs only \_\_\_ downstairs only \_\_\_

Will there be a caterer? \_\_\_\_\_ Will alcohol be served? \_\_\_\_\_

FEES

**Refundable deposit:** \$100

**Rental fees:**

Entire facility: \$500

Upstairs only: \$300

Downstairs only: \$200

**Cleaning fees:**

Entire facility: \$100

Up/Downstairs: \$ 55

**Effective July 2008, event insurance is required for rentals. A certificate of insurance from WedSafe, or an acceptable alternative for the same amount of coverage, must be presented with the application.**

Also, half of the rental and cleaning fees, as well as the \$100 refundable deposit, are due at the time the reservation is made. The balance of the payment will be due 15 days prior to the event. If the application is withdrawn within 7 days of the event, half of monies paid will be forfeited.

The CHY&R Club, INC. disclaims liability for any injuries or loss incurred by the applicant or their guests.

Revised July 2008

Application approved \_\_\_\_\_ Date \_\_\_\_\_

Application disapproved \_\_\_\_\_ Date \_\_\_\_\_

Reason \_\_\_\_\_

Authorized Club Signature \_\_\_\_\_

\*\*\*\*\*

Office Use Only

Fee received \$ \_\_\_\_\_ Date \_\_\_\_\_ Check# \_\_\_\_\_  
(half of rental fees plus \$100 deposit)

Insurance verification Date \_\_\_\_\_

Fee received \$ \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_  
(remainder of rental fees)

Deposit returned \_\_\_\_\_ Date \_\_\_\_\_

## Clubhouse Conditions/Regulations

- \* Approval for use of the clubhouse will not supersede a pre-scheduled club function.
- \* Approval must be obtained from the CHY&R Club, INC. prior to any function.
- \* Only non-profit activities will be allowed.
- \* The club member sponsoring the event must be present throughout the function.
- \* Board members may enter the function upon a complaint.
- \* To insure scheduling, requests should be made at least two weeks in advance.
- \* Facility hours are limited to 9 a.m. to midnight exclusively.
- \* All Dare County noise ordinances must be adhered to.
- \* Amplified music is not allowed outside the facility.
- \* No smoking is allowed in the facility.
- \* **Furnishings may not be moved outside.**
- \* Theft or damage of club properties will be replaced or repaired at the expense of the applicant.
- \* Additional or special cleaning due to excessive disarray will also be paid at the expense of the applicant.
- \* A walk through of the facilities with a board member before all functions is required.
- \* No alcoholic beverages, opened or unopened, shall be left in the clubhouse overnight.
- \* No minors are to be served alcoholic beverages.
- \* Violation of county, state, or federal laws in using these facilities will incur a default of the security deposit.
- \* Leftover food must be removed.
- \* Be sure to turn the thermostat back to 75 degrees.

## Procedures

- \* Obtain the keys according to the directions given by the rental chairperson two days in advance.
- \* **The keys must be returned to the guard at the gatehouse when the activity is over and all participants have left so that the alarm may be activated.**
- \* **Before entering the building, please notify the guard to disengage the alarm:**  
441-5430
- \* You are responsible for verifying **all doors are locked and all lights are off** upon leaving.
- \* **All rearranged furniture must be returned to its original spot.**
- \* You must **remove all decorations** after the function.
- \* You must **supply your own ICE, SODAS, and MIXERS.**
- \* Please **do not overload trash containers and place them by the doors at the bottom of the stairs.**

\*\*\*\*\*

Exceptions may only be authorized by the CHY&R Club, INC. Board.

Applicant's name \_\_\_\_\_ Date \_\_\_\_\_