

252-207-6758  
441-4938

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

APPLICATION FOR MEMBER'S USE OF CLUBHOUSE

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

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

Email address \_\_\_\_\_

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? \_\_\_\_\_

Colington Harbour Yacht and Racquet Membership Number \_\_\_\_\_

**\*\*\*If your membership is less than a year old, a \$300 refundable deposit (in lieu of \$100) is due at the time of your application submission along with half of the rental fees.\*\*\***

FEEES

**Refundable deposit** \$100

**Rental fees:**

Entire facility: \$300

Upstairs only: \$200

Downstairs only: \$100

**Cleaning fees:**

Entire facility: \$100

Up/Downstairs: \$ 55

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 If the application is withdrawn within 7 days of the event, half of monies paid will be forfeited.

Club members are responsible for any damage that occurs during their rental event.

Upon notification of damages, payment in the specified amount will be due within three business days or membership privileges will be suspended until payment is made.

Failure to comply will result in the termination of membership privileges.

**\*\*\*\*\*There will be a \$25.00 charge on all returned checks.\*\*\*\*\***

Upon the death of a Club member or a member's immediate family, the CHY&R Club, INC. board may grant the use of the clubhouse for family members to receive their friends or for the memorial service.

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

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

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

Reason \_\_\_\_\_

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

\*\*\*\*\*

Office Use Only

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

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

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

Damages assessed, if any \_\_\_\_\_

Paid \_\_\_\_\_

## 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 taken 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 \_\_\_\_\_  
Revised January 2008