



CLUB OR GROUP FACILITY USAGE FORM – Page 1 of 2
EVENT YEAR: 20_____

Reserved for date stamp

All Clubs or Groups must submit an annual application to use Clubhouse facilities.

The general rule is annual events, approved by the board and Board functions take priority. Three (3) scheduled dates not attended will cancel **ALL** remaining scheduled dates if office not notified. Exception allowed due to Covid-19 restrictions if office notified. Please notify club or group members about any cancellations or changes.

Activity or Event _____, **Event Dates:** _____

Club or Group Name _____ **New Club? No** **Yes**

Regular Events / Meetings are on the: 1st, 2nd, 3rd, 4th, Last, Every
 Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
 All Months or: January, February, March, April, May, June, July
 August, September, October, November, December

Scheduled dates that you will not use reserve area - example a holiday: _____

STORAGE CABINET: Do you need a storage unit/closet? No Yes

OFFICE - Yes - (Location) Room _____ Key ID: _____

Key assigned to: _____

Coffee: Check out 50 or 100 cup coffee maker cabinet key during Office Hours, 9am - 4pm, M-F.

Set-Up Time: _____ **Event Hours from:** _____ **to:** _____ **Time Out:** _____

Clean-up & equipment stowing must be completed by 9:00 pm, unless prior arrangements made with office.

Facility Area Requested: _____

Auditorium, AUD Lobby, Dining Hall, DH Lobby, Kitchen, Blue Room, Card Room,
 Craft Room, Conference #1, Conference #2, Billiard Room, Swimming Pool, N&V office,
 Gazebo, Parking Lot East, Parking Lot West, Other: _____

Club Contact(s):

Name: _____ Member# _____ Phone: _____

Alt. Name: _____ Member# _____ Phone: _____

MUST READ, COMPLETE and SIGN Page 2 of this Form before approval.

Approved or **Disapproved** Date: _____ by: _____

Note:

- Approval allows posting of approved events on the hall bulletin board in west Clubhouse and in News & Views, unless noted.
- Rules and Regulations states organized clubs and groups shall have Bylaws or a set of Rules.
- Please attach a copy of your current Bylaws or Rules, with amendments only after first year.



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PLEASE READ Additional Information Below Before Signing This Agreement.

Will Alcohol be served on the premises as part of event? No , Yes , Maybe (Add Explanation)
If alcoholic beverages are served, or consumed, the host will comply with all applicable laws and regulations.

ALCOHOL RULES: MEMBER GROUPS and Committees

Senior Estates Golf and Country Club has a limited-on-premises alcohol license. (ORS 471.178). Senior Estates Golf and Country Club will uphold the rules from OLCC (Oregon Liquor & Cannabis Commission) that applies to our license.

Alcohol Server Name: _____ Member# _____ Phone: _____

Alternate Server Name: _____ Member# _____ Phone: _____

- a. Wine may be brought to club and organized events but must be *corked* (opened) by Oregon State Certified servers.
- b. Beer must be purchased and opened on site through Country Cottage or the Golf Pro Shop, or as part of an Association event.
- c. Clubs, and event organizers, will determine procedures to comply with the corking requirement.
- d. No hard liquor allowed on the premises.
- e. At least two (2) substantial food items must be served.

OUTSIDE Servers - **Must comply with all rules above and 1, 2, and 3 below.**

Events that bring in outside servers MUST provide the following to the office BEFORE THE EVENT.

- 1. Names of Servers and proof of a valid server(s) permit.
- 2. Temporary Sales License signed by the City of Woodburn.

SMOKING:

Smoking of any kind, including vaping or any form of electronic smoking, is not allowed within Senior Estates Golf and Country Club buildings, or within ten (10) feet of entrance.

Signature: _____ Phone: _____ Date: ____ - ____ -20____

Alternate Signature: _____ Phone: _____ Date: ____ - ____ -20____