Senior Estates
GOLF and COUNTRY CLUB
Active 55+ Community in Woodburn Oregon

How to get the Certificate of Insurance for your event.

A certificate of general liability insurance for limits of $1,000,000/$2,000,000 is required, including an endorsement for additional insured in favor of Senior Estates Golf and Country Club. See attached sample of the Certificate of Liability Insurance.

Please forward this request for "Certificate of Insurance" to your insurance company or agent to be processed and returned, along with our "Application to Rent Facility".

A certificate of general liability insurance for limits of $1,000,000/$2,000,000 is required, including an endorsement for additional insured in favor of Senior Estates Golf and Country Club. Sample of the Certificate of Liability Insurance is shown below.

You may purchase this from www.TheEventHelper.com or at other websites.

Your personal homeowner insurance may not work for these limits.

Thank you for your cooperation.

Senior Estates Golf and Country Club
1776 Country Club Rd.
Woodburn, Oregon 97071
Telephone: 503-982-1776
Fax: 503-982-5144
Email: info@SeniorEstatesGolf.com

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 02/01/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Will Maddux	
Insurance Broker licensed in all 50 States	PHONE (A/C, No, Ext): (855) 493-8368	FAX (A/C, No):
	E-MAIL ADDRESS: info@theeventhelper.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : A XV Rated Insurance Company	
INSURED	INSURER B :	
Your Business Name Here	INSURER C :	
Your Name Here	INSURER D :	
Your Address	INSURER E :	
Your City, State, Zip	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] [X] CLAIMS-MADE [X] OCCUR [X] Host Liquor Liability [X] Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y	Y	Policy # TBD	TBD 12:01 AM	TBD 12:01 AM	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Deductible	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 1,000,000 $ 1,000
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19.
Attendance: (your total attendance), Event Type: (your event type)
Waiver of Subrogation & Primary/Non-Contributory endorsements listed if purchased with the policy

If additional wording or other endorsement forms are required by the venue, please call 855-493-8368 or email info@theeventhelper.com.
We're happy to help!

CERTIFICATE HOLDER

Event Location/Venue Name
and/or Owner of Location Name
Event Location/Venue Address

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Agent of Record signature here

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APPLICATION to RENT FACILITIES

Date of Event: _____ **Purpose:** _____ **No. of Guests:** _____

Name: _____ **Member No:** _____ **Phone:** _____

Address: _____

Setup & Cleanup by: _____ **Member No:** _____ **Phone:** _____

Setup Time: _____ **Event Time:** _____ **Time Out*** _____

[Initial] All facilities close at 9:pm, at which time all clean-up and equipment stowing must be completed.

[Initial] Responsible for replacing chairs and tables in the proper storage area, for turning off the lights, checking the windows and doors at the end of the event. Please follow all posted signs in the kitchen.

[Initial] Refund of Security/Cleaning Deposit is subject to forfeit if the rented area is not left clean.

[Initial] **Event Insurance is required prior to approval for your event.** You must provide the office with a **CERTIFICATE OF INSURANCE** with an additional insured endorsement limit not less than $1,000,000 / $2,000,000 in favor of Senior Estates Golf & Country Club.

[Initial] Loss or damage to the facilities or equipment from the event, and along with wages for cleanup will be subject to invoice to the signer of this agreement.

[Initial] **Will liquor be dispensed at the event: No ☐ - Yes ☐ If YES, see Page two**

The Association has a limited "On Premise" alcohol license (ORS 471.178) which allows beer and wine to be served and consumed. **No hard alcohol/liquor** may be served or consumed on the premise. The host/member agrees to abide and comply with all applicable laws and regulations.
If alcoholic beverages are to be served or consumed, the host will comply with all applicable laws and regulations, including Signature(s) and Initials(s) on Page Two of this document are required. Please read back before signing.

See Fees Schedule for rental fees. (Check all that apply)

☐ Auditorium	☐ Dining Hall
☐ Blue Room	☐ Kitchen
☐ Lg. Conference Rm #1	☐ Sm. Conference Rm #2
☐ Card Room	☐ _____
Total Rental Fee(s)	**1st check: $** _____
Security/Cleaning Deposit	**2nd check $ 100.00**

Office Use Only

Amount of Refund: _____

Auth. By: _____

Date Refunded: _____

Note: I agree that the facilities will be used solely by the persons and for the purpose described above, and in accordance with all applicable Rules & Regulations (see reverse side) and this rental agreement.

[Initial] I understand that I am responsible to ensure that all the facilities are left in a clean and orderly condition and without damage(s).

[Initial] I understand that I am responsible for the actions and conduct of all guests and attendees, and for ensuring that all guests and attendees remain in the area(s) specified above. I agree to indemnify, defend, and hold harmless the Association (and its officers, directors, employees, and agents) from all claims arising out of, or alleged to arise out of, the use of the facilities or equipment, including, but not limited to, any act of omission or to any condition of the premises or equipment.

Signature: _____ Date_____-_____20____

Must Initial and Sign Reverse Side too.

☐ **Approved or** ☐ **Disapproved Date:** _____ Activities Director: _____

Note:

- If request is not approved, an explanation in writing will accompany the returned form.
- The applicant has the right to re-submit this form to the Board of Directors for reconsideration.
- The deposit is subject to loss if an event is cancelled less than 72 hours before the date of the event.
- Allow up to ten (10) days for a Security/Cleaning Deposit refund made by check to verify bank clearance.
- Political events are not allowed. See Rules & Regs on Political Events.
- Bylaws - Refunds must be applied to any open account balance before a check can be issued.

APPLICATION to RENT FACILITIES

RULES & REGULATIONS for use of Senior Estates Golf and Country Club FACILITIES.

An individual member or a member club or group of the Association will, within applicable guidelines, host each clubhouse event approved by the Board of Directors. The host member will be on the premises during the entire event and is responsible for Association property during the event. Major furniture pieces must not be moved within the clubhouse without prior approval. The member host (individual or club/group) will reimburse the Association for any expenses incurred in additional custodial work performed after the event and/or any damages or loss to the Association's property by member or member's guest.

Please initial all.

1. [initial] The member host or designated club representative **must always remain on site** and is responsible for all guests who ARE RESTRICTED TO THE AREA ACTUALLY RENTED plus adjacent restrooms and coat rooms. All other areas are off limits to guests during the scheduled event. Children will always be supervised by a member host, seeing that they remain in the area(s) authorized for, and occupied by, the adult attendees.
2. [initial] Smoking of any kind, vaping or any form of electronic smoking is not allowed within any Senior Estates Golf and Country Club building, or within ten (10) feet of entrance.
3. [initial] Arrangements for use of the sound system, if needed, must be requested in advance through the business office. If 50-cup coffee makers are requested, a key must be checked out during Office Hours.
4. [initial] Set-up and clean-up will be accomplished within the scheduled time. Set-up is not to begin before scheduled time without prior approval. Clean-up is to be completed by 9pm unless prior approval.
5. [initial] **ALCOHOL RULES**: Member or MEMBER GROUPS, and committees – the Association has a limited-on premises alcohol license (ORS 471.178). The Association will uphold the rules from OLCC (Oregon Liquor & Cannabis Commission) that applies to our license.
   a. Beer and Wine may be brought to club and organized events but must be corked (opened) by Oregon State Certified server(s).
   b. Beer may 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 is allowed on the premises.
   e. At least two (2) substantial food items must be served.
6. [initial] **OUTSIDE Servers**: Must comply with all **Alcohol Rules** above.
   Events that bring in outside servers MUST provide the following to the Association 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.
   3. A list of at least two (2) substantial food items that will be served, as required by ORS rules.
7. [initial] I/we understand and agree that if any alcohol/hard liquor or unauthorized beer/wine is served or consumed in the facility, the event will be shut down immediately and required to clean/clear the facility prior to leaving.

Check-off List:

- ☐ Tables and chairs will be stacked properly and returned to their original storage room, unless the next group requests them to remain. Indoor Tables and Chairs are not to be used outside or on lawn areas without prior approval.
- ☐ All rented areas including entry, foyer, and hallway areas will be cleaned immediately following the event.
- ☐ The Kitchen floor must be swept, and damp mopped. The Dining Hall & Auditorium will be swept. Spills will be cleaned up **immediately** with a damp (not wet) cloth. Excessive moisture will damage the hardwood floor.
  Do not damp-mop the auditorium floor.
- ☐ Remove all food from the premises. Leave refrigerators, stoves, dishwasher, and counters clean. Wash and store all coffee pots. (50 cup coffee pots are to be locked up). Put used towels under the sink in the proper container. Place all refuse in plastic bags; then put filled plastic bags into dumpster outside the kitchen door.
- ☐ Before leaving, turn off all the lights, including those in restrooms, and the sound system, if used.
  Do not leave doors propped open. Please follow all posted signs in the kitchen.

[initial] **Additionally**, a **fine** from **Fine Schedule** may be assessed, with l**oss of refund**, and the **privilege to rent facilities will be revoked**. Other fee(s) may be assessed for staff to complete the cleanup/repair.

Member Signature _____ Date: _____