



Cherokee Bay Community Club

21700 SE 265th Way
Maple Valley, WA 98038
(844) 393-8164 | (425) 747-0146

**Clubhouse Rental Application/Agreement
(Max Capacity – 70)**

**A copy of the rental agreement must be placed in the clubhouse kitchen during the time of the rental.
Rental allows usage from 8 a.m. until 1:00 a.m. – No entrance before 8 a.m. Quiet hours are 10pm – 8am.**

Members Name: _____

Property Address: _____

Phone: _____ Email: _____

Date Reserved: _____ Time: _____

Type of function: _____

Number of People: _____ Passes: _____

IMPORTANT: FACILITY ACCESS CODE WILL BE EMAILED 1 BUSINESS DAY PRIOR TO EVENT

****Rental Application and payment must be submitted within 3 business days of request to secure the date**
Reservations are on a first come/first served basis and may only be reserved one date at a time per facility per owner.
Application and payments must be mailed to: Agyndbyte LLC at 14711 NE 29th Place, Suite 101, Bellevue, WA 98007**

(Items Available: 6ft Rectangular Tables (8), Round Tables (6), 75 Chairs)

CLUBHOUSE UTILIZATION & RENTAL:

*The clubhouse may be rented by a **CBCC member only** with the HOA account in good standing. The member must be in attendance at all times during the event. In addition to the CLUB RULES, the CONDITIONS OF RENTAL specified in the CLUBHOUSE RENTAL APPLICATION/AGREEMENT shall apply (see below). **Initial** _____*

For Office Use Only

Rental Fee: **\$125** Rental Check#: _____ Deposit Check #: _____

Deposit of \$150.00 is required, check will be shredded upon inspection after event. Separate payments made out to CBCC

(if alcohol served – a total deposit fee of \$500 is required)

Clubhouse: Conditions of Rental

****Please read the following rules and conditions carefully****

The renter hereby agrees that the rental is for the Clubhouse only. The grounds are open for the general membership during your event.

1. **Absolutely NO access to Clubhouse before 8:00 am unless special approval is given by staff.**
2. Renter and guests are not permitted to take over the swim area, playground, or other common areas.
3. The renter agrees to pay the non-refundable rental fee of **\$125** for the use of the Clubhouse.
4. The renter hereby agrees to be responsible for any and all damages to the Clubhouse, its fixtures and any other property owned by CBCC caused directly or indirectly by the use of the facilities either by the renter or any guests.
5. **Requirements and Regulations for the use of alcohol during the rental:**
 - a. **A deposit of \$500.00** is required with the rental. In the event there is damage or criminal activity associated with the alcohol use, membership privileges regarding the future rental of the clubhouse will be revoked for a period of five years.
 - b. Homeowner must purchase a **liquor liability insurance policy** naming Cherokee Bay as an additional insured and provide a copy for CBCC records.
 - c. Before renting the Clubhouse, **proof of a Banquet License** is to be shown. This can be obtained at any State Liquor store for a fee. It must be posted during the function and there is to be no solicitation of money or donations for the alcohol in use.
 - d. The person signing for the rental is solely responsible for purchase of alcohol and after the function is over, that person is to take all remaining alcohol out of the Clubhouse.
6. **The renter understands that no live bands or loud music is allowed without prior written consent at least 2 weeks prior to the date of the rental. Quiet hours are 10pm – 8am.**
7. Noise will be kept to a minimum so as not to disturb nearby residents – excessive noise is prohibited. All exterior doors to the clubhouse should be closed by 10pm (even if the facility is still in use).
8. The renter agrees that all attendees of the function will adhere to the rules for the facilities and park as provided in the CBCC bylaws and the CBCC rules and regulations.
9. **The renter agrees that failure to follow any of the conditions of the rental will result in possible fines. In the event the Clubhouse, is not cleaned per the terms of the rental agreement, the renter understands that he/she will be responsible for all associated costs of cleanup and damage repair.**
10. The renter understands that none of the Conditions of Rental may be waived unless such permission is provided in writing and signed by at least two members of the Board of Directors.
11. **The renter agrees to post a complete copy of this agreement on the board in the kitchen during the terms of the rental. This is to include all original permits required.**

<i>Initial:</i>	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____

Stating you have read and understand the conditions outlined above, please sign and date below:

Signature: _____

Date: _____

Clubhouse: Conditions of Rental (Continued)

**** The renter hereby agrees to indemnify, defend and hold harmless Cherokee Bay Community Club (CBCC), its Officers, Directors, and members from any and all costs or liabilities incurred in connection with the renter's and renter's guests use of the Clubhouse facilities. ****

1. Group may not exceed 70 persons.
2. Clubhouse and deck areas will be cleaned by the renter and vacated by 1:00 AM.
3. Picnic tables may not be moved to or from the porch or the park.
4. No barbeques or grills are permitted inside of the Clubhouse. All barbeques shall be on the concrete patio outside the facility to the East. **GAS BARBEQUES AND GRILLS ONLY.**
5. Smoking is not permitted inside the Clubhouse. The member shall provide an ashtray and clean up all cigarette butts in the area around the facility. No smoking on the dock or near the beach out of consideration of others.
6. All pets must be on a leash and are not to be tied to anything on the grounds during the use of the facilities. No animals, except for service animals, are allowed inside the Clubhouse.
7. **Absolutely NO open flames - including candles (with the exception of birthday cake candles) are allowed indoors.**
8. Directional signs placed anywhere in the community will be removed.
9. **Keg beer is not allowed anywhere in the Clubhouse, or on any CBCC owned property.**
10. All spills will be cleaned up immediately.
11. Fire exits will be kept clear of furniture and/or belongings. **Do NOT place any furniture near the wall heaters!**
12. **No decorations are to be attached to light fixtures or ceiling fan blades.** Frog tape or painters tape is recommended for any decorations. All tape or other means of attaching decorations must be completely removed. **Staples, pushpins, tacks, etc. are not to be used anywhere inside or outside the Clubhouse.**
13. **Do NOT place hot crock pots or hot plates on the supplied plastic tables. Use kitchen counters for all hot items.**
14. Tables and chairs will be wiped clean before being returned to their original storage location.
15. **Be careful with blinds. No pulling on the strings, bending slats or removing plastic knobs on strings.**
16. Persons wearing wet swimsuits are not allowed in the Clubhouse at any time.
17. **No fires in the Fireplace.**
18. The undersigned verifies possessing insurance coverage through a homeowner's policy, and does hereby agree to indemnify and hold the Cherokee Bay Community Club (CBCC) harmless from any claims, demands, suits, or actions or damages of any nature which may be made against CBCC by any person or entity arising out of or in connection with the use and occupancy of the facilities at the time and date set forth above.

Initial stating you have read and understand these conditions: _____

Note: In the event of rental cancellation, the \$125 rental fee is non-refundable unless cancellation is made no less than 1 week prior to the scheduled event date

I have read and understand all the conditions of rental and agree to abide by the conditions set forth in this document:

Signature: _____

Date: _____

Clubhouse: Cleaning Checklist (Post in Clubhouse during event)

Please follow the Cleaning Checklist to ensure you avoid damage/cleanup charges

Cleaning supplies are provided for your use. DO NOT REMOVE ANY CLEANING SUPPLIES!

Clean-up:

- _____ Return tables and chairs to original places. Do not leave chairs or tables leaning up against walls.
- _____ Remove all decorations and any items hung, including tape.
- _____ Clean any kitchen appliances (stove(s), sinks, refrigerator(s), microwave(s), etc.).
- _____ Clean any food/debris from sink strainers.
- _____ Thoroughly wipe down countertops, tables, bathroom sinks, mirrors and toilets.
- _____ Sweep/mop/vacuum floors in kitchen, bathroom, hallways and main room.
- _____ Wash, dry, and store any dishes and utensils to cupboards and drawers.
- _____ Outside grounds, flowerbeds and walkways are free of debris.
- _____ All event signage removed within one (1) day of the event.
- _____ Remove all left-over food and drinks; clear out refrigerators and cabinets of brought items.
- _____ Take out all trash and recycling and dispose in the dumpster and provided cans by the shop. **REPLACE ALL GARBAGE CANS WITH THE BAGS PROVIDED**

Closing:

- _____ Close all blinds.
- _____ Turn off all lights, ceiling fans, oven fans etc..
- _____ Close all doors and windows and make sure they are secure.
- _____ Double check at all ovens are off if used.
- _____ Ensure heat is set to 50 degrees.

Your courtesy in leaving the Clubhouse in a condition equal to or better than the condition prior to your rental is greatly appreciated. The availability of the CBCC facilities for the use and enjoyment of all, depends on the consideration of the renter for those who will follow. We thank you for your cooperation and hope your event went well.

****IN CASE OF EMERGENCY AFTER OFFICE HOURS CALL, Agynbyte LLC for assistance****
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