

BAY RIDGE CIVIC ASSOCIATION, INC. (BRCA)
CLUB HOUSE RENTAL AGREEMENT/USE RESTRICTIONS
Revision 1 – 3/9/22

RENTER: _____

- Renter signing this agreement must be a current member of the BRCA and must be present during the entire meeting or event at the Clubhouse.
- A BRCA member may not rent the clubhouse on behalf of a non-BRCA member.
- BRCA Community meetings and events may use the Clubhouse at no charge.
- The Clubhouse cannot be used for commercial, political, or religious activities* (see note regarding classes)

TYPES OF EVENTS AND RATES: (Weekday = Mon – Thurs / Weekend = Fri – Sun)

WEEKDAY MEETING (< 3 hours)

Private or Non-Profit	\$50	+ \$200 security deposit
Corporate/ Business	\$200	+ \$200 security deposit

WEEKDAY EVENT (> 3 hours)

Private or Non-Profit	\$100	+ \$200 security deposit
Corporate/ Business	\$300	+ \$200 security deposit

WEEKEND EVENT (1 day)

Private or Non-Profit	\$300	+ \$200 security deposit
Corporate/ Business	\$500	+ \$200 security deposit

TENTED EVENT* (3 days)

Private/Non-Profit/Corporate	\$2000	+ \$600 security deposit
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**(includes set up day and take down day – 3-day rental)*

- The event will be confirmed upon receipt of the signed rental agreement and the security deposit. The rental fee is due 14 days in advance of the rental date.
- If a large tent will be set up on the BRCA grounds, the renter must rent the clubhouse for at least the day before the scheduled event for set-up and for at least one day following the rental event for take-down. A tent plan must be submitted to the Rental Coordinator **at least 14 days in advance** of the rental date.
- The deposit check will be shredded or returned after a BRCA inspection for cleanliness and damage.
- Checks shall be made payable to **BRCA**.

RENTER AGREES TO THE FOLLOWING CONDITIONS OF USE:

- Renter is responsible for all applicable County Regulations including obtaining an **Event Liquor License**.
- No tables and chairs may be removed from the BRCA grounds for any reason.
- Amplified music components may only be used:
 - inside the clubhouse until 11:00 pm
 - outside the clubhouse until 10:00 pm. (AA Co regulation)
Volume levels shall be such that neighboring houses are not disturbed.
- Maximum capacity of events inside the Clubhouse is 100 persons.
- The piers and boat ramp are "off limits" to all during the rental period.
- Guest vehicles may be parked only in the clubhouse parking lot, which accommodates approximately **60 cars**.
- No parking is allowed in the area next to the Clubhouse, which is reserved for loading/unloading of equipment and service vehicles.
- Parking on the streets in Bay Ridge is not permitted; AA County Police will ticket cars parked on the streets.
- Heavy vehicles may not be driven on the grounds beyond the limits of the parking lot.
- Alcohol may not be consumed on the premises (Clubhouse or Grounds) by persons under 21 years of age.
- No decorations may be affixed to the walls, beams, ceiling, or light fixtures

• **FOR LARGE TENTED EVENTS:**

A tent layout and set up plan must be submitted to the BRCA event manager **at least 14 days prior to the event**

REQUIREMENTS FOR CLEAN UP:

- Plastic trashcan liners, toilet tissue, and floor cleaner are provided by BRCA.
- Sweep and mop the floors using only the **water-based** floor cleaner provided.
- Remove all decorations.
- Remove all items from the refrigerator and kitchen counters.
- Bag and remove all trash (including bathrooms) from the clubhouse and place in the dumpster.
- Clean and return all chairs and tables to the storage shed.
- All windows and doors must be closed and locked.

If the above conditions are not fully complied with, the security deposit will be forfeited, and the BRCA member may not be allowed to rent the Clubhouse in the future. The security deposit will be returned or shredded after the Clubhouse keys have been returned and an inspection of the Clubhouse has been made to ensure full compliance with clean-up requirements.

INDEMNIFICATION STATEMENT:

I hereby agree to assume all risks for loss, damage, liability, injury, cost, or expense that may arise during or be caused in any way, in whole or in part, by my use or occupancy of the BRCA Clubhouse facilities rented herein and surrounding property. Furthermore, I hereby agree, at my sole expense, to indemnify, defend and hold the BRCA and/or its officers, employees, and volunteers free and harmless from any loss, claim, liability, damage, cost (including reasonable attorney’s fees), and /or injury to persons and property that in any way may be caused in whole or in part, by or occur during my use or occupancy of said properties and/or facilities.

I have carefully read this entire Agreement and agree to abide by all of its terms. I understand that no terms are binding, and no date has been committed until I receive a copy of this Agreement signed by BRCA and I have paid the total rental fee as specified herein.

Submitted by:

Name

Address

Signature

Date Signed

Accepted By:

name

Signature

Date signed

Date of Rental: _____

EVENT RESERVATION DETAILS

PRINTED NAME & SIGNATURE OF RENTER: _____

ADDRESS _____

PHONE NUMBER(S) _____ EMAIL: _____

CURRENT BRCA MEMBER? YES NO

ANTICIPATED NUMBER OF GUESTS: _____

DATE OF EVENT: _____

TIME OF EVENT: _____

TYPE OF EVENT:

Weekday Meeting (< 3 hours) - Private or Non-Profit

Weekday Meeting (< 3 hours) - Corporate/ Business

Weekday Event (> 3 hours) - Private or Non-Profit

Weekday Event (> 3 hours) - Corporate/ Business

Weekend Meeting/Event (1 day) - Private or Non-Profit

Weekend Meeting/Event (1 day) - Corporate/ Business

Tented event (3 days) NOTE: a plan for tent layout and set-up is required.

Will amplified music be played? yes no

If your Security Deposit is not cashed, do you want your check: returned shredded?

***The Exception to the Clubhouse rental agreement to allow Bay Ridge Residents to offer Classes which otherwise would be considered commercial.**

Classes must be approved by the BRCA Board** and will be considered with the following stipulations:

1. Class must be conducted by a BRCA member.
2. Classes, because they are conducted by a BRCA member during the weekday, will be charged the BRCA member personal meeting rate of \$50.00 (under 3 hours) or \$100.00 (over 3 hours).
3. Classes must be held during the week within these timeframes (to allow for set up of events)

Monday-Thursday	7am-9pm
Friday	7am-Noon.
4. Class cannot be held with the underlying intent of selling a product or service.
5. The rental agreement for a class can only be signed for one 6-week session. A new contract will have to be re-applied for every 6 weeks.
6. The classes will be open and advertised to all Bay Ridge residents. Bay Ridge Residents must be given preference for class space.
7. At a minimum, classes must be advertised in the Heron and a Bay Ridge eblast.
8. Class instructors must sign a rental agreement. Class attendees must sign an individual waiver of liability.

** Approval authority may be delegated by the Board to the Clubhouse Rental Coordinator