



# Latitude 49 Resort Park

## Clubhouse Reservation Rental Agreement

**ALL RESERVATIONS MUST BE MADE 30-DAYS IN ADVANCE.**

**YOUR EVENT MAY NOT CONFLICT WITH ANY PLANNED LATITUDE 49 EVENT.**

Owner's Name: \_\_\_\_\_ Lot # \_\_\_\_\_ Phone #: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Time of event (8 hour maximum; not to exceed 10:00 p.m.) from \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Number of guests: \_\_\_\_\_ Code requested for entry gate? \_\_\_yes \_\_\_no

**\*Clubhouse rental includes use of kitchen and glassware\***

Two checks (US Funds only) are required: **1) a non-refundable rental fee;** 2) a \$200 cleaning/damage deposit fee. Please note: a change of date or cancellation of this Rental Agreement forfeits the non-refundable rental fee. A Lot Owner must be in attendance for the entire Rental.

### Rental Charges

Group of up to 25 people	\$ 50.00
Group of up to 50 people	\$ 150.00
Group of more than 50 people (100 maximum)	\$ 250.00
Use of the BBQ	\$ 25.00

USAGE FEE AMOUNT \_\_\_\_\_; RECEIVED \_\_\_\_\_ by \_\_\_\_\_

CLEANING/DAMAGE DEPOSIT FEE of \$200; RECEIVED \_\_\_\_\_ by \_\_\_\_\_

**DEPOSIT REFUND:** The Deposit Fee will be refunded providing all items on the Clubhouse and Kitchen Checklist have been fully completed and that sheet has been signed off by a designated Board representative.

**PLEASE NOTE: ALL EVENTS ARE SUBJECT TO LATITUDE 49 RULES AND REGULATIONS**

**Any request for an exception to any part of this Agreement MUST be approved in writing by the Board of Directors prior to the Rental Agreement being confirmed. Only one (1) rental of the Clubhouse per day is permitted. Only four Rentals by an Owner are allowed during one calendar year.**

APPLICANT: CURRENT WITH ASSOCIATION DUES \_\_\_\_\_; GIVEN GENERAL RENTAL INFORMATION \_\_\_\_\_;  
GIVEN CLUBHOUSE AND KITCHEN CHECKLIST \_\_\_\_\_; GIVEN CLUBHOUSE SET UP FORM \_\_\_\_\_.

**Return form to:**

INTEGRA Condominium Association Management, Inc.  
P.O. Box 31936  
Bellingham, WA 98228

## Latitude 49 Resort Park

### Clubhouse Reservation General Information

#### ONLY Latitude 49 Lot Owners in the Park may rent the Clubhouse

Latitude 49 Resort Park Association maintains the Clubhouse and facilities. The Board of Directors has designated INTEGRA Condominium Association Management to process applications for reservations for Clubhouse rentals. INTEGRA coordinates with Activities to maintain a current master calendar. Rental fees and cleaning (damage) deposit checks shall be made payable to Latitude 49 Resort Park Association. These funds are deposited into the General Fund. Reservation Rental of the Clubhouse may be made up to one (1) year in advance of an event. REMINDER: No Clubhouse rentals are available on the day before and the following holidays: New Year's Day, Easter Sunday, Memorial Day, the Fourth of the July, Labor Day, Thanksgiving Day (U.S.) and Christmas Day.

An Owner who rents the Clubhouse must agree to abide by the following:

1. Rental of the Clubhouse is an "at your own risk" rental agreement; therefore, Latitude 49 will **not** be liable for any injuries sustained by the renter, family members, other Owners or any guests who attend the event hosted by the Owner who rents the Clubhouse. NOTE: The Clubhouse may be rented for up to eight (8) hours each time, which includes set up and cleaning time. The eight (8) hour rental period MUST occur between 10:00 a.m. and 10:00 p.m.
2. Any violation of Latitude 49 Rules and Regulations will result in fines levied in accordance with the fine schedule listed in the current Rules and Regulations document.
3. Decorations are limited to items that will not damage Latitude 49 property or that of other Owners. Use of flammable items, such as, but not limited to, patio torches are strictly prohibited.
4. A "walk through" prior to the use of the Clubhouse and a "checklist" follow up are conducted with the Owner who rents the facility and a designated Board representative both of whom sign the latter document. Please fill out the Clubhouse "setup" form at least two (2) weeks before your Rental. **Do not move tables/chairs or any other equipment once the Clubhouse has been prepared for you as designated in that form.**
5. A reminder: the Clubhouse may not be rented for political purposes or fund-raising activities.
6. The renter must supply all disposable supplies (e.g., napkins, coffee, condiments) for the event; no Latitude 49 kitchen implements or supplies may be removed from the kitchen.
7. The renter is responsible for cleaning the Clubhouse after the rental concludes but within the eight (8) hour time frame as detailed in the checklist form. If additional cleaning or repair of Latitude 49 Association property is required, e.g., damage to the Clubhouse floor, the actual costs incurred will be assessed to the renter FOR IMMEDIATE REIMBURSEMENT to the Association.
8. Rental of the Clubhouse is restricted to that building; therefore, it does not include the use of its adjacent buildings, property or equipment (e.g., patio area, game room, exercise room, ping pong room, small kitchen, office building or the pool).
9. The microphone, stereo, and karaoke equipment are not included in the rental.
10. If the renter intends to serve alcohol at the event, a banquet license is required. A photocopy of the permit must be submitted to INTEGRA seven (7) days prior to the event. The original license must be posted on site at the event.
11. The renter must be present at all times during the rental.
12. Smoking of any kind in the Clubhouse is strictly prohibited.

I have **read** and **agree** to comply with all of the listed conditions and rules of this document as well as the Clubhouse rental reservation agreement form:

\_\_\_\_\_  
Signature of Renter and Lot #

\_\_\_\_\_  
Date



# RESORT PARK

## Clubhouse and Kitchen Checklist

**\*\*\*The Owner MUST be in attendance at all times during the scheduled event\*\*\***

1.  Turn off all kitchen and interior oven fans, ovens, and stovetop burners; and unplug the coffee maker.
2.  Hand wash and dry **or** cycle through the dishwasher all kitchen items and glassware that you have used. When you have finished your final load, drain all of the water from the tub, clean the filter and turn off the dishwasher.

**\*\*\*Dishwasher instructions are posted in the kitchen\*\*\***

3.  Remove all of your event's leftover food from the ovens, refrigerators, and/or freezer.
4.  Put away in their proper places all kitchen items and glassware that you have used.
5.  Wipe clean inside the ovens, the stove tops, inside and outside of the refrigerators and freezer, the appliances, all countertops, the cupboard doors, the sinks and/or any other surface that has been soiled during your event.
6.  Wipe clean all tables and chairs; **leave the tables and chairs as they were when you came to set up and/or decorate. PLEASE DO NOT MOVE ANY TABLES OR CHAIRS.**
7.  Wet mop the kitchen floor and/or the Clubhouse floor if you have spilled food or liquid; sweep clean and/or dry mop the Clubhouse floor.

**\*\*\*Brooms and mops are located in the storage room next to the kitchen\*\*\***

8.  Thoroughly clean the BBQ if used; turn off the gas to both the burners and the BBQ grill. Behind the grill on the log wall, close the shut-off valve to completely turn off the gas. Replace BBQ cover when BBQ completely cools.
9.  Properly bag and place all trash in the alcove by the southeast door.
10.  Close and lock all doors and windows throughout the building. Turn ceiling fans back to "low." Turn off all lights.
11.  Return the two "carts" to the kitchen.
12.  Remove all event decorations from the building IMMEDIATELY following your event.
13.  Launder all dishcloths and towels that you have used; return them to the kitchen.

Please be sure that you have completed each task of each item listed above. This checklist must be signed off by designated Board representative and returned to INTEGRA before your cleaning (damage) deposit check can be returned.

\_\_\_\_\_  
Signature of renter and Lot#

\_\_\_\_\_  
Approved by

