

APPLICATION FOR USE OF BLUE RIDGE CLUB FACILITIES

Member Sponsor:		Date of Event:	
Member Address:		Date of Application:	
Member Phone #:		Hours of Event:	
Name of group:		Purpose of Rental:	
Number in group:			

All liquor, beer, wine, champagne, and soda must be purchased from the club. No alcoholic beverages may be brought into the club. See the Bar Chairman if you need something not currently carried by the club. We are required by Illinois Liquor Law to purchase all liquor from a licensed distributor.

No confetti of any kind (anything that sparkles) or silly string may be used.

Alcohol prices for Member Sponsored events are \$0.50 higher than posted cash prices.

Club sponsored and Member/Immediate Family events have full use of the kitchen. Member Sponsored events only have use of the kitchen counters and sinks, if needed (no utensils or appliances).

Rental Fee and a mandatory cleaning fee of **\$200** must accompany this application. See page 2 for application rental fee.

It is the sponsor's responsibility to provide bartenders during the hours of the event. Bartenders must be Blue Ridge Club members or spouses of members. Chairman of Trustees has final approval of bartenders.

Bartenders:	1.	2.
	3.	4.

Kegs needed (number and brand):



Club Use Only

App Approved by:		Date:
Check / Cash (circle)	Check#:	Amount:

Board review after event <input type="checkbox"/>	OK to refund fee? YES NO
App to Treasurer <input type="checkbox"/>	Cleaning Fee Refunded <input type="checkbox"/> Check #:

RENTAL FEES

NOTE: Reservation Fee and Cleaning Fee must accompany this form.

Please choose the option(s) that best suit your situation from the following list:

<p>Club Sponsored: Function is sponsored by the club and is open to all members and guests.</p> <ul style="list-style-type: none"> • Use of all facilities • No reservation fee • No cleaning fee 	<input type="checkbox"/>
<p>Member/Immediate Family: A member hosts a party for themselves or immediate family.</p> <p>Immediate family is defined in the Blue Ridge Club Rules & Regulations as spouse, child, grandchild, mother, father, mother-in-law, and father-in-law.</p> <p>Full use of kitchen/ballroom</p> <ul style="list-style-type: none"> • Sunday – Thursday: \$25 <input type="checkbox"/> • Friday or Saturday: \$50 <input type="checkbox"/> • Refundable cleaning fee: \$200 <input checked="" type="checkbox"/> 	Choose option on left
<p>Member Sponsored: Member sponsors a party for someone that is not immediate family as defined above.</p> <p>Please note: Drink prices are increased by \$0.50</p> <p>Use of ballroom only:</p> <ul style="list-style-type: none"> • Sunday – Thursday: \$50 <input type="checkbox"/> • Friday or Saturday: \$150 <input type="checkbox"/> • Refundable cleaning fee: \$200 <input checked="" type="checkbox"/> 	Choose option on the left

Amount remitted to the Blue Ridge Club \$ _____

CONDITIONS OF RENTAL

1. The club facilities will be reserved on a first come, first served basis.
2. **NO liquor, beer, wine, champagne, or soda may be brought onto the grounds.**
3. All garbage from the function must be emptied into the dumpster outside.
4. Rented facilities must be cleaned after the rental by noon on the next day (see checklist next page)
5. All decorations must be removed including ceiling and posts. **Do not use tape on the ceiling or walls.**
6. A non-member may pay for the rental, **but** the member is responsible for payment.
7. The sponsoring member or designee must be present during preparation of, the function itself, and cleanup after.
8. Cost of any damage from abuse will be assessed to the sponsoring member.

Air Condition & Heating for your function

In the bar room: If needed, a key to the thermostat covers will be available for your function. At the end of your function the thermostat must be set as follows:

- Air condition: set to 75-degrees
- Heat: set to 68-degrees

In the ballroom: Turn off both thermostats.

If this is not done, \$50 of your cleanup refund will be kept to pay for utilities.

The Entertainment Chairman will advise you of the location of the key.

Reminder: No glitter, gem scatters, confetti, or silly string may be used anywhere.

Please read the cleaning requirements on the next page and initial / sign the following:

I understand if the club is not cleaned according to the cleaning checklist my cleaning deposit will not be returned to me (Initial)_____

I understand that I am responsible for the conduct of my group and that group is to abide by all rules and regulations of the Blue Ridge Club as set forth in the Constitution, By-laws, and rules & regulations governing the club.

Sponsor Signature: _____ Date: _____

CLEANING CHECKLIST

Ballroom:

- Wipe all tables and chairs
- Stack long white tables in the corner, round in the storage rack
- Return folding chairs to their storage racks
- Sweep and mop floors
- Empty garbage into outside dumpster
- Close blinds

If a keg is used:

- Move empty keg to the office
- Empty and rinse drain bottle
- Move draw box to storeroom
- Remove all decorations including paper from ceiling and poles
- Turn off both thermostats

Kitchen:

- Wash and put away all utensils, pots, pans, and dishes you used
- Empty garbage into outside dumpster
- Sweep and mop floor

Bathrooms:

- Empty garbage into outside dumpster, if needed
- Sweep and mop floors, if needed

Bar:

- Clean and wipe bar and tables
- Empty garbage into outside dumpster
- Put used bar towels into kitchen basket
- Sweep inside and outside bar area, as needed
- Mop inside and outside bar area, as needed
- Turn off cooler lights and fans

Lock all doors:

Ballroom (check all of them) Restrooms Patio Door

Turn off all lights

Set alarm if you are the last person in the club. Check the door to make sure it is locked.