

Hayward Curling Club Clubhouse Rental Policy

Purpose

The Hayward Curling Club (HCC) welcomes the community to utilize our clubhouse for private events, meetings, and celebrations. This policy outlines the guidelines, requirements, and fee structure for renting the clubhouse to ensure a safe, enjoyable, and respectful experience for all.

Eligibility for Rental

1. Who Can Rent:

- Rentals are open to:
 - HCC members in good standing.
 - Non-members, including individuals, businesses, and community organizations, for one-day events, provided a member will sponsor and submit the application. We especially welcome those interested in renting our facility to try the sport of curling.
 - Student groups and non-profit organizations such as youth clubs, scouts and church groups are welcome. These groups are eligible for reduced rental rates for curling events. As a general rule, junior curlers should be age 11 and up. Children younger than 11 are most often too small to successfully manage the 42 pound stones.
- Priority will be given to HCC events and member rentals.

2. Age Requirement:

- Renters must be at least 21 years old and provide valid identification.

3. Event and Office Use:

- The clubhouse may be rented for:
 - Private events such as birthday parties, weddings, corporate meetings, and fundraisers.
 - Other activities and events if approved by the HCC Board of Directors.
 - Events or office use promoting illegal activities, excessive noise, or activities that may damage the facility are strictly prohibited.
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Rental Requirements

One-Day Rentals (Events):

- **Booking Process:**
 - All rental requests must be submitted via the HCC rental application form, available on our website or at the clubhouse.
 - Reservations must be made at least 14 days in advance subject to availability.
 - A signed rental agreement and deposit are required to confirm the booking.
 - A unique door code will be sent to the phone number provided below 24 hours prior to the event.
- **Capacity:**
 - The clubhouse has a maximum capacity of 75 people. Renters must adhere to this limit.
- **Alcohol Policy:**
 - Rentals occurring April 1 - Sept 30 will be allowed to bring your own alcohol.
 - Rentals occurring Oct 1 - March 31 will need to utilize one of the approved bartenders provided by the Hayward Curling Club. BYOB will not be allowed.
- **Kitchen Use**
 - Renters are responsible for bringing their own consumables (paper plates, etc.).
 - Renters may use a select number of the kitchen appliances, provided they are cleaned after use.
 - Renters may use Fridge, Freezer, Sinks, Microwave, Pizza Oven, Air Fryer, Keurig machines, toasters.
 - Renters may not use Oven, Deep Fryer, Dishwasher
 - Dish towels may be used and placed in the laundry bag between the refrigerator and the sinks.
- **Cleaning and Maintenance:**
 - Renters are responsible for leaving the clubhouse in the same condition as it was found.
 - All disposable items brought in must be carried out. Trash and recycling services are not provided.
 - A cleaning checklist will be provided, and failure to meet cleaning standards may result in additional fees.

- **Supervision:**
 - Renters are responsible for the behavior of their guests and must ensure that all activities comply with HCC policies and local laws.
 - **Prohibited Activities:**
 - Smoking, vaping, and the use of illegal substances are not permitted on the premises.
 - Decorations must not damage walls, ceilings, or fixtures (e.g., no nails, tacks, or tape that leaves residue).
 - Any alterations or modifications to the space must be approved in writing by the HCC Board of Directors.
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Fee Structure, One-Day Rentals (Events):

1. Rental Rates:

- \$100 for up to 4 hours.
- \$25 for each additional hour.
- A member must book the space on behalf of a non-member, should a non-member rental be approved.
- A discount on the Clubhouse house rental of \$100 is given to those registering 8 Learn-to-Curl participants at \$15/each. All time after four hours is \$25/hour and not discounted.

2. Security Deposit:

- A refundable security deposit of \$200 is required for all rentals. This deposit will be returned or check destroyed within 7 days after the event, provided no damages or violations occur and the Clubhouse is deemed clean. All checks should be made out to the Hayward Curling Club.

3. Additional Fees:

- Cleaning Fee (if not completed by renter): \$100.
- Late Booking Fee (for reservations made less than 14 days in advance): \$50.

4. Payment Terms:

- Full payment, including the security deposit, is due at least 7 days before the event.
- Payments can be made via check.

Cancellation Policy

1. Cancellations by Renter:

- Cancellations made more than 7 days before the event will receive a full refund.
- Cancellations made within 7 days of the event will forfeit 50% of the rental fee.

2. Cancellations by HCC:

- HCC reserves the right to cancel a rental due to unforeseen circumstances (e.g., facility damage, emergencies). In such cases, a full refund will be issued.

Liability and Insurance: The renter assumes full liability and responsibility for any damages, injuries, or incidents that occur during the rental period.

For Non-Members: The member arranging the event will be the designated Member-In-Charge for the rental event. The primary responsibility of the Member-In-Charge is to ensure the safety and well-being of guests and to ensure the guidelines and procedures established by HCC for hosting non-members at the club are followed. Guests are expected to respect and follow all instructions from the Member-In-Charge.

This Agreement is governed by the laws of the State of Wisconsin. Any legal proceeding brought to enforce the terms of this Agreement or to seek a remedy for breach of this Agreement shall be brought in State or federal court in the State of Wisconsin.

Rental Date Requested _____ **Rental Time Requested** _____

Signature of Renter:

Signature of HCC Member (if applicable)

Name of Renter:

Name of HCC Member (if applicable)

Address of Renter:

Email of Renter:

Phone Number of Renter:

The parties have executed these Terms and Conditions to be effective as of the date set forth below.

Effective Date: _____