

ACC Membership Lake House Use

(These are trial guidelines which will be reviewed in December, 2015)

ACC members may use the Lake House for any of the following:

- Major events such as weddings, anniversaries, etc. that require full use of club facilities and long term advance rental arrangements. These events are the same as non-member rentals but at the member rental rate.
- Significant, planned private events that do not require use of kitchen or bar facilities and are booked less than four weeks from the date of the event. These events may include non members as guests. Rental terms and conditions for these events are described below.
- Board sponsored events, which will be advertised to the membership and where attendees are club members and their guests. Charges for Board sponsored events will cover only club costs as determined by the Board.
- Board sponsored events which are advertised and open to the greater community (e.g. the auction)
- Large (over 15 people) or small spontaneous events (i.e. requested a week or less prior to use) which may include non members. For these events, a \$50 deposit is required.

All scheduling and reservation requests will be coordinated through the Rental Manager.

ACC Board Sponsored Events

- Typically, these events are normal reoccurring events or special onetime events sponsored by the Board. These events will be advertised and open to all club members and their guests. Charges will cover only club costs as determined by the board.
- Special events including civic functions sponsored by the board involving use of club facilities. Charges, if applicable will be determined by the Board.

Rental Terms and Conditions for Significant, Planned Events

- \$150 rental fee and acceptance of the ACC's terms of rental agreement
- \$150 deposit which will be refunded within two days after the event unless there is damage, property loss or a clean-up fee assessed.
- Rentals are strictly for a member's private use
- There is a 5 hour limit for the event from set-up to clean-up
- The sponsor is responsible for providing all food, beverages, and other required items

- Normally, there is no need for a preliminary meeting with the Operations Manager or a walkthrough once the date for use is confirmed with the Rental Manager
- Use of the TV during the event must be specified at the time of the booking request. The club point of contact will provide the required remotes and instructions for their use
- Request for clean up services at additional cost must be made at the time of booking, however this service may not always be available

Prior to Departure

- At the conclusion of the event, the club must be returned to its original condition
- If the TV is used, it must be turned off prior to retracting it back into the ceiling
- Thorough clean-up is the responsibility of the sponsor. Cleaning supplies and a vacuum cleaner will be available. Failure to clean up will result in a substantial penalty
- Trash and re-cycling must be taken out to the trash area behind the kitchen
- If desired, the club may be able to provide clean-up services for an additional \$50 for groups of 30 or less, and \$75 for larger parties. The rental manager will be able to arrange this service if available on the day of the event
- Set-up and clean-up of any out door areas used is the sponsor's responsibility

Private Member Sponsored Spontaneous Events

- All events will be sponsored by a club member solely for their private use and who is responsible for all activities. Requests for club use must be made one week or less prior to the event.
- A \$50 deposit is required for individual member spontaneous events which will be returned within two days following the event
- There is a 5 hour limit for the event from set-up to clean-up
- The sponsor is responsible for providing all food, beverages, and other required items
- Normally, there is no need for a preliminary meeting with the Operations Manager or a walkthrough once the date for use is confirmed with the Rental Manager
- Use of the TV during the event must be specified at the time of the booking request. The club point of contact will provide the required remotes and instructions for their use
- Request for clean up services at additional cost must be made at the time of booking, however this service may not always be available

Prior to Departure

- At the conclusion of the event, the club must be returned to its original condition

- If the TV is used, it must be turned off prior to retracting it back into the ceiling
- Thorough clean-up is the responsibility of the sponsor. Cleaning supplies and a vacuum cleaner will be available. Failure to clean up will result in a substantial penalty against the sponsor
- Trash and re-cycling must be taken out to the trash area behind the kitchen
- If desired, the club may be able to provide clean-up services for an additional \$50 for groups of 30 or less, and \$75 for larger parties. The Rental Manager will be able to arrange this service if available on the day of the event
- Set-up and clean-up of any out door areas used is the sponsor's responsibility