

Tidewater Colony Open Space Association, Inc.

POLICIES GOVERNING SPECIAL EVENTS AT CLUBHOUSE

The principle in the establishment of policies for use of the Clubhouse facilities is the fact that the Clubhouse exists for the use and enjoyment of the members of the Open Space Association and their personal guests. Such policies must protect this principle and ensure that the best interest of the general membership is preserved.

A. APPROVED EVENTS

1. Open Space Association parties and events open to, and for the benefit of the entire Open Space Association Membership.

RENTAL CHARGE: None
DEPOSIT REQUIRED: None

2. Association parties and events for the benefit of a particular Association (Town House or Condominium).

RENTAL CHARGE: None *(As long as custodian services are not required - otherwise \$145 will apply)*
DEPOSIT REQUIRED: None

3. Private parties, gatherings and/or events hosted by a member of the Open Space Association to entertain personal friends, Associates and/or events honoring an immediate family member (i.e. Wedding Reception, Birthday Party, Shower)

RENTAL CHARGE: \$145
DEPOSIT REQUIRED: \$100 *(The deposit less any required expenses to restore the premises to their original condition will then be returned to the host/member, via U.S Postal Service.)*

B..RULES & REGULATIONS

1. Reservations for private use of the Great Room and restroom ONLY must be made by a member of the Association, who will be considered the host and will be responsible for compliance with the rules and regulations.
2. Food, beverages, house wares (to include trash bags, paper towels, etc.) and linens must be provided by the host/member.
3. The host/member will be liable for any damages that may occur during the use of the Club House.
4. If repair of damage exceeds the deposit, the host/member will be billed directly for any additional cost.
5. Bathing Suits are not permitted in the Great Room at any time.

6. A completed "Reservation Request Form", rental fee, deposit and Liquor License (if applicable) must be received by the Management Agent at least 15 days prior to the event.
7. The host/member is responsible for the actions of their guests.
8. The "Rental Fee" includes a one time cleaning of the facilities. However the host/member is responsible for removing food, beverages, personal items, and trash from the facilities at the conclusion of the scheduled event.
9. The Lights in the clubhouse are to be turned off when not in use.
10. At all times, Anne Arundel County and State regulations regarding noise and rowdiness will be obeyed.
11. The clubhouse is to be vacated by 12:00 midnight.
12. The host/member and a representative of the Facilities Committee will inspect the areas reserved before and after the function to determine if any damage or improperly restored condition exists. The deposit less any required expenses to restore the premises to their original condition will then be returned to the host/member, via U.S Postal Service.
13. The fireplace must be "shut off" before vacating the clubhouse.
14. By State regulations, no fees may be charged by any host/member for entrance to the Clubhouse unless it is an authorized fund raiser, approved in advance by the Board of Directors. No fees may be charged for alcoholic beverages.
15. The exercise room may not be used in conjunction with Clubhouse events.
16. Dancing is prohibited.
17. Bands and Disk Jockeys are prohibited.
18. Rental of the clubhouse and facilities may not exceed 5 hours duration.
19. The maximum number of guests allowed in the clubhouse is 40 adults/children
20. Failure to abide by all Tidewater Pool & Clubhouse rules will result in the loss of the security deposit as well as other sanctions as deemed appropriate.
21. Smoking is prohibited in the clubhouse.

C. ALCOHOLIC BEVERAGE LICENSE REQUIREMENT

State and County statutes prohibit the bringing of alcoholic beverages into the Clubhouse for personal, private consumption. However, alcoholic beverages may be served at private events and social functions, but a Special One-Day Liquor License must be obtained.

The cost for the One-Day License is \$10.00 for beer and wine, \$25.00 for all alcohol (beer, wine and liquor), and must be obtained by the host/member. Members reserving the facilities for private functions where alcoholic beverages are to be served are required to obtain the proper form from Victory Management (as the form must be signed by an officer of the Association) and taken to the A.A.C.O. Liquor Board, 94 Franklin Street, Annapolis, MD 21401 with payment to obtain such.

Tidewater Colony Open Space Association, Inc.

RENTAL RESERVATION REQUEST FORM

Instructions: Please contact Victory Management prior to submitting this form, to see if date of event is available. Dates will not be confirmed until the "Rental Reservation Request Form", Rental Fee, Deposit and Liquor License have been received by the Managing Agent, which must be received no less than 15 days prior to the requested date. Completion of these requirements does not constitute an approved reservation. The host/member (listed below) will be notified of the approval/disapproval.

Date of Request: ____/____/____

Name of Host/Association

Member: _____

Address of

Host/Member: _____

Phone #: (_____) _____

Date of Event: ____/____/____ Time: *from* _____ *to* _____

Purpose of

Function: _____

Number of Guests Expected: _____

Will Kitchen Facilities be used: **YES** **NO**

Will Event be catered: **YES** **NO** **N/A**

If Yes, Name of Caterer:

Will Liquor be served: **YES** **NO** *If Yes, License must be attached*

I have read and agree to abide by the rules & regulations set forth here and in the Tidewater Colony Open Space Association, Inc. covenants in regard to the use of the clubhouse facilities. I understand that failure to abide by such will result in the loss of my security deposit. I assume all responsibility and will save, indemnify and hold Tidewater Open Space Association, Inc. harmless from any and all liabilities to include all costs including reasonable attorney fees.

Signature of Member/Host

_____/_____/_____
Date

(Please make two (2) checks payable to Tidewater Open Space Association, one for the rental fee and one for the deposit)

FOR OFFICE USE ONLY

Date Received: ____/____/____

Is this Event sponsored by an Association & custodian services are not required? **YES** **NO**

Rental Fee Received: **YES** \$_____ **Check #**_____ **NO** **N/A**

Deposit Received: **Yes** \$_____ **Check #**_____ **NO** **N/A**

Liquor License Received: **YES** **NO** **N/A**

Approved: **YES** **NO**

Contacted Host: ____/____/____

If No, reason(s):
