



65091 E. Mountain Meadow Lane
Rhododendron, OR 97049
503-622-3748



TIMBERLINE RIM RECREATION CLUB, INC.
LODGE RENTAL AGREEMENT

I am a member in ***Good Standing** or an approved RENTER of a property owner of Timberline Rim Recreation Club, Inc. in ***Good Standing** and would like to rent the lodge facilities on the exact date as specified below:
***Good Standing: All Dues & Assessments are current**

Requested Date: _____, 200_____
Day of the Week Month Date Year

During the hours of: _____ am / pm **THROUGH** _____ am / pm

This rental is for the specified event of: **Please Check One of the Following:**

Birthday Anniversary Meeting Holiday/or Family Gathering Other: _____

I will sponsor, supervise and be in attendance during this rental. Owners Lot # _____

Number of guests: _____ Be Specific / No Refunds on lesser # of guests after event.

Alcoholic Beverages** Yes No

Live Band Yes No

****NOTE** A Private party serving liquor MUST PROVIDE A BINDER FROM THEIR PERSONAL INSURANCE COMPANY FOR \$1,000,000 "HOST LIQUOR LIABILITY COVERAGE" FOR THAT EVENT. A copy of the certificate of liquor liability coverage must be sent to the Rim office for review at least one week prior to the event and must bare the name of: "Timberline Rim Recreation Club" on the binding document. PLUS, A PERSONAL DEPOSIT IN THE AMOUNT OF: \$500.00.**

FEE & DEPOSIT SCHEDULE

*** No Refunds** after your event should the # of attendees equal less than what was originally indicated.

If attendees are higher than indicated, *** additional fees & deposits will be required.**

<u>Number of persons</u>	<u>* Rental fee</u>	<u>* Deposit</u>
10 people & under	\$35.00	\$100.00
11-25 people	\$45.00	\$100.00
26-40 people	\$65.00	\$200.00
40-81 people (maximum)	\$85.00	\$200.00

Any # of people when Alcohol is SERVED constitutes a Deposit of \$500.00 plus a binder!

Please Carefully Read Lodge Rental Agreement & Follow Below Instructions

1. After Reading the Entire Lodge Rental Agreement please **SIGN on page 2**

Return Pages 1 thru 3 to Office

2. After Signing, please **Return Pages 1, 2, & 3 to the office** along with...
3. **Two checks:** One for the **Rental Fee** and another for the **Deposit**.
4. **Make Both Checks Payable To: "Timberline Rim Recreation Club".**
5. **Your Deposit Check Will Be Held:** Until the Facilities Mgr. examines the condition of the Lodge & confirms compliance with the **"Clean-Up Instructions"** following your event.
6. **The Lodge MUST Be Cleaned Directly After Each Event and Prior to Your Departure,** unless prior arrangements are made with the office. See page 4 item 7 for particulars.
7. Once requested **"Rental Date"** has been approved, no other date may be substituted without first resubmitting a new Lodge Rental Agreement for approval.
8. **A "48 Hour Cancellation"** is required for full refund of both rental & deposit fees. Otherwise, all rental fees, not including deposit, will be forfeit.
9. **NO REFUNDS** if number of attendees is less than what was originally stated. If attendance is higher than indicated, additional fees & deposits will be required.
10. It is the renter's sole responsibility to **Turn Down the Lodge Thermostat to 55 degrees** upon exiting the building. Failure to do so could result in a partial forfeit of the deposit.

By signing below I Understand and Agree to abide by all Lodge Rental Rules and Policies as stated on pages 1 through 6 of this document.

Name: _____ Lot # _____
Print Full Name

Mailing Address: _____
City State Zip

Phone/Home: _____ Work _____ Cell _____

If You Are a Renter: _____ Lot # _____
Landlord/Property Owners Name

Landlord Address: _____ Phone: _____

IT IS YOUR RESPONSIBILITY! TO MAKE PRIOR ARRANGEMENTS WITH THE OFFICE TO PICK UP THE RENTAL KEYS & CODE PRIOR TO YOUR EVENT!
 Office hours: Tue, Wed. & Thur. from 9:00 am to 3:00 pm

Signature: _____ **Date:** _____

HAVE A GREAT TIME AND LET US KNOW HOW WE MIGHT BE OF ASSISTANCE!

Return Pages 1 thru 3 to Office

LODGE RENTAL AGREEMENT

1. This is a **NON-SMOKING** facility. No smoking is allowed in or on any Lodge premises, including: balconies, parking lot, decks, basketball courts, tennis courts and pool area.
2. The **Lodge Renter Assumes ALL Responsibility** for individual and guest conduct.
3. **No Animals or Pets** will be allowed in the Lodge or Pool area.
4. **No Drugs or Other Illegal Controlled Substance** will be allowed or tolerated at, in or on any of the Rim's facilities.
5. **Minors** will not be given access to **Alcoholic Beverages**.
6. **Person(s) Found In Violation Of Any Lodge Policies Or Those Especially Concerning Smoking, Drugs Or Alcohol** will not only lose their entire rental & deposit fees but will also *lose lodge and pool privileges AND could risk prosecution.
(*For a time period to be determined by Rim Board)
7. **The Lodge Must Be Cleaned Immediately After Each Event Prior To Your Departure**. All clean up must be done in accordance with the: **"Clean-Up Instruction List"**. This list is located on page 6. The only exception to same day clean up would be... if prior arrangements with the office were made to clean the following day. This exception would be based largely on the date of next incoming event.
8. **If Any** of the above **Rental Agreement** as stated, are discovered to be in violation during your event, you will be asked to:
 - Vacate The Premises Immediately
 - Forfeit Your Entire Rental Fee & Cleaning Deposit
 - Loss of Lodge and Pool Privileges * (for a designated amount of time)
 - Risk Possible Prosecution.



Members Keep Pages 4 thru 6

LODGE RENTAL INSTRUCTIONS

ENTRY CODE & KEYS WILL BE ISSUED PRIOR TO YOUR ARRIVAL

It's your responsibility to contact the office for the CODE & KEYS BEFORE... your event and in accordance with the operating hours of the Rim office.

Office Hours: Tues.-Wed.-Thurs. 9:00am to 3:00pm.

ENTERING:

1. Enter through back door (by Pool).
2. **Immediately** punch in **CODE** on the alarm panel. Push each button slowly; it will beep with each number. The green light will come on when disarmed.
3. Enjoy your party and have a great time!

LIGHTS:

The lights above the bar outside the kitchen stay on 24hrs. The lights for the hallway and bathrooms and the lights upstairs are activated by sensors, remaining on for 15 minutes after being triggered. When leaving, please turn off all light switches.

CLOSING:

1. Check off all items listed on pg. 6 entitled: **Clean-Up Instructions**
2. Make sure all doors & windows are securely closed and locked.
3. Turn off all light switches.
4. Make sure all appliances are shut off.
5. Turn down the thermostat to 55 degrees.
6. With the exit door closed (green light will not be flashing) push in **CODE** slowly, as before. Then...
7. **Immediately** exit the building, lock doorknob, close door, and lock the dead bolt. (You may have to push the door tightly shut while turning the key to get the bolt to turn in.)
8. Drop keys in slot located in the office front door, or return to Timberline Rim Staff the following workday.
9. Please make sure your guests use the appropriate containers for "trash" and "cans". (Throw **Cans only** in the designated barrel!)

CLEAN-UP INSTRUCTIONS

All necessary cleaning aids including vacuum, mop & broom are located in the locked hall closet between the two restrooms.

Please leave the Lodge in the same condition as you found it. The next event will greatly appreciate your efforts... just as you did!

- ___ Please remove all decorations, including tape and/or tacks used in securing decorations.
- ___ Make sure all trash & leftovers foods are placed securely in tied garbage bags. (Bags are in top right drawer of kitchen) The Rim will dispose of trash bags.
- ___ Place all cans and bottles in their designated disposal containers.
- ___ The kitchen must be cleaned to its: **Pre-Rental Condition**. (i.e., clean cabinet surfaces, counter tops, and leave no food in refrigerator.
- ___ Dishes must be rinsed well, placed in dishwasher & cycle started.
- ___ Kitchen and restroom floors must be swept & mopped.
- ___ Vacuum the carpeting.
- ___ Check and clean up outside areas of any/and all debris or trash left by your event.
- ___ **Please DO NOT take home leftovers in any Rim dishes, containers pots or pans.**
- ___ Leave all soiled Rim towels on kitchen counter for us to launder.

***The Lodge must be cleaned directly after your event,
PRIOR TO YOUR DEPARTURE!***

Thank You!

Members Keep Pages 4 thru 6