

**CHARBONNEAU COUNTRY CLUB
2021 CLUBHOUSE EVENT FORM**

PLEASE READ CAREFULLY:

The Clubhouse is owned by the homeowners of Charbonneau and can be rented by Charbonneau residents only. As the Charbonneau resident signing the contract, you are agreeing to abide by all rules set forth, including the following:

At least one Charbonneau resident signing the contract MUST remain in the clubhouse during the entire function and be the last person to leave, except for catering staff. No non-Charbonneau guests may be in the clubhouse after the Charbonneau resident has departed. ALL decorations, rented items, and anything that does not belong to Charbonneau Country Club must be removed from the building at the end of the event. Any items remaining after an event become the property of CCC. Violation of these specific rules constitute forfeiture of the full \$300 Damage Deposit in addition to the rental fees. Compliance with all rules set forth in the contract is the responsibility of the resident(s) signing the contract.

DINING ROOM **PAVILION** **FIREPLACE ROOM** **CARD ROOM**

CHARBONNEAU RESIDENT'S NAME: _____

ADDRESS: _____ HOME PHONE: _____

OTHER PHONE: _____ EMAIL: _____

TYPE OF FUNCTION: _____

(who/what the party is for and include name of organization if applicable)

DATE OF EVENT: _____ EVENT START TIME: _____

CLUBHOUSE OPEN: FROM: _____ TO: _____

(include decorating time; set-up time; deliveries made during this time; duration of event; and clean up time)

TOTAL EXPECTED ATTENDANCE: _____

NOTE: dining room maximum 150 people; card room maximum 50 people, including children)

EXPECTED ATTENDANCE OF CHARBONNEAU RESIDENTS: _____

CATERER'S NAME: _____ PHONE: _____ ARRIVAL TIME: _____

OTHER REQUIREMENTS: _____

(P.A. System; Big-Screen T.V.; Barbeque; CD Player; etc.)

RENTAL COSTS

WEDDINGS & WEDDING RECEPTIONS: To reserve space for your wedding event, please contact Golf Club Event Coordinator Lindy Anderson at 503-784-9645 or andersonlindy@comcast.net. You must use one of our approved caterers (no drop and go service or potlucks). We would like to recommend you use Dalton's NW Catering because he specializes in weddings.

ALL OTHER EVENTS: Charbonneau Country Club now has two separate event venues; the Clubhouse Event Center and the Pavilion. You may rent just one venue or both.

Clubhouse Event Center

REFUNDABLE DAMAGE DEPOSIT: \$300.00 (paid when reservation date is confirmed)

RENTAL FEES: \$5.00 per non-Charbonneau person, including children

MONITOR FEES: \$15.00 per hour for any time the Clubhouse Event Center is open
(from time of opening to end of clean up)

ADD THE PAVILION: \$ 600.00, PLUS additional \$300 damage deposit

Pavilion

REFUNDABLE DAMAGE DEPOSIT: \$300.00 (paid when reservation date is confirmed)

RENTAL FEES: \$5.00 per non-Charbonneau person, including children, or a minimum of \$150 whichever is the greater amount.

The Pavilion does not have restrooms, however, Golf Club restrooms are available during Golf Club business hours when renting this venue. Clubhouse Event Center restrooms and kitchen facilities are not available when renting the pavilion unless you also rent the Event Center.

CLEANING FEE: When NOT using a caterer, you must hire the Clubhouse janitor to vacuum and mop after your event: **Steve Chinn, Make Clean, 503-312-0927**. You will be billed separately for this service (\$40 per hour). The janitorial service does not clear tables or do dishes. See attached checklist for clean-up instructions.

You may also hire this company to setup and tear down tables and chairs for your event.

OPTION FOR CELEBRATION OF LIFE EVENTS: Flat fee of \$150 plus refundable \$300 damage deposit. Please note: Only Charbonneau residents or their immediate family members (spouse, children, and grandchildren) are able to take advantage of this reduced event fee.

INSURANCE REQUIREMENT: Written certificate of liability insurance for the date of the event

PLEASE NOTE: ALL decorations, rented items, and anything that does not belong to Charbonneau Country Club must be removed from the premises at the end of the event.

STAFF NOTES:

- Insurance certificate received
- **Servers names & permits received for non-catered alcohol consumption**
- If selling alcohol, temporary license received
- Approved caterer will be providing alcohol and/or servers

CHARBONNEAU *country club*

32000 SW Charbonneau Drive, Wilsonville, OR 97070

Phone: 503-694-2300 Fax: 503-694-5783

Kim@CharbonneauCountryClub.com

DATE: January thru December 2021
SUBJECT: Rental of the Charbonneau Clubhouse

The Charbonneau Clubhouse is commonly-held property owned by all Charbonneau residents. Only a Charbonneau resident can rent the Clubhouse for a social, private event. The bill for Clubhouse rental will be mailed to the Charbonneau resident after the event.

Enclosed is an application plus the rental contract for the Charbonneau Country Club. The Charbonneau resident signing the rental contract must be present during all visits to the Clubhouse during the event planning stage. This includes talking with caterers and any other meetings that take place in the Clubhouse. The Charbonneau resident signing the contract must also arrive at the Clubhouse before the first guest arrives and be the last person to leave the Clubhouse after completing the clean-up walk through with the staff monitor.

If the Charbonneau resident is not present in the Clubhouse during the entire event or there is a violation of any of the conditions of the contract, the damage deposit will be forfeited.

More than one resident may sign the contract but only one resident needs to be present at all times.

The resident signing the contract must introduce him/herself to the Clubhouse staff on duty at the beginning of the event and be available and willing to solve any problems that may arise with unruly children, inappropriate behavior of guests, infractions of Clubhouse rules specified in the contract, or other matters brought to the attention of the staff monitor.

The Charbonneau resident shall provide the Charbonneau Country Club with a written certificate of liability insurance for the date of the event.

The Charbonneau resident must understand that he/she is responsible for all actions and activities at the event and monetary penalties for infractions of the rules specified in the contract are strictly enforced.

AS THE CHARBONNEAU RESIDENT SIGNING THE RENTAL CONTRACT, I HAVE

READ AND UNDERSTAND THE REQUIREMENTS ABOVE:

Signed _____

Date: _____

CHARBONNEAU *country club*

32000 SW Charbonneau Drive, Wilsonville, OR 97070

Phone: 503-694-2300 Fax: 503-694-5783

Kim@CharbonneauCountryClub.com

RENTAL CONTRACT

With this contract, I agree to rent the Charbonneau Country Club for my personal use as a resident of Charbonneau. I understand that it is prohibited to use the Clubhouse for personal and/or business profit. This contract is non-transferable.

I understand that I am completely responsible for all aspects of my event and I agree to abide by all the provisions stated in this contract. I agree to remain in attendance during the entire function and to be the last guest to leave the building. I understand that if I leave before all other guests have left, I will forfeit the damage deposit. I understand that there are no exceptions to this rule. Before departing, I will communicate with the building staff person to ensure that the Clubhouse and Pavilion has been cleaned properly and restored to original condition. I understand this includes: removing all decorations; placing trash in receptacles and transferring contents to outside dumpsters; cleaning all surfaces, (tables, bars, counters, chairs, etc.) I also agree to clean up all trash, cups, bottles, and cigarette butts left around the outside front entrance and the patios of the Clubhouse.

I agree to be monetarily liable for any damage to the building, terrace area, furniture, piano, or fixtures. I agree to pay a \$300 deposit to the Country Club which will be refunded after my function less any damage expenses or rule violation fees. In addition to the rental fees, I understand that I will be billed for janitorial expenses that are incurred because clean up tasks are not completed.

I understand that I must use a caterer from the approved list of caterers provided by CCC management. An exception to this rule may be allowed under the following conditions: a \$300.00 non-refundable fee is to be paid to CCC prior to the event; the caterer provides CCC with proof of workers comp insurance and a certificate of liability insurance naming CCC as additional insured within two weeks after the clubhouse rental contract is signed; the caterer meets with CCC staff for a building/equipment operation review no later than 2 weeks before the event. I understand that failure to meet any of these conditions will nullify the exception to the rule and a CCC approved caterer must provide food service for the event, all expenses to be paid by the homeowner.

I understand and agree that all children at my event **must be supervised** at all times. Children are not allowed to run anywhere inside the Clubhouse, nor jump or climb on furniture. A maximum of two warnings will be given to the person signing this contract by CCC staff about unsupervised children. After two warnings, a fee of \$150 will be charged for subsequent violations of this rule.

I agree that the baby grand piano may not be used and/or moved without prior arrangements with Country Club administration staff. Strict rules apply to use of this piano. No drinks, plates, or other items are to be placed on the piano at any time; children are not allowed to use the piano for amusement; the piano will be uncovered only when in use; and CCC is under no obligation to tune the piano before an event. Homeowners signing the rental contract or otherwise scheduling an event in the Charbonneau Clubhouse agree to monitor all guests and shall be monetarily responsible for any and all damage to the piano. Any violation of any of the above rules shall result in a non-negotiable fee of no less than \$300.

The use of rice, birdseed, flower petals, glitter, sparklers or fireworks of any kind, or any type of confetti inside or outside the Clubhouse is prohibited. If any of these items are used, I agree to pay an additional charge of \$75. I agree that the use of nails, thumbtacks, or other invasive materials is prohibited, especially in the walls, rafters, or any woodwork.

I understand that only candles with hurricane lamps may be used. Open flame or votive candles are prohibited. The moving of sofas, loveseats, or coffee/end tables is prohibited unless prior approval is received from clubhouse office management (not the on-site event staff person). Violations of any of the provisions in this paragraph result in an automatic additional charge of \$75.

I understand that **ALL decorations, rented items, and anything that does not belong to Charbonneau Country Club must be removed from the premises at the end of the event.** Any items left overnight become the property of Charbonneau Country Club unless prior arrangements are made with CCC office administrative staff (not the on-site event staff person).

I understand that there is NO SMOKING allowed anywhere in the Clubhouse or in the Pavilion and I agree to enforce this rule with my guests.

I am aware of and assume the responsibility for the serving of alcoholic beverages and agree to scrupulously observe and comply with State of Oregon restrictions and regulations. If intoxicants of any kind are consumed at my function, the law and Country Club regulations prohibit serving to anyone under the age of 21, as well as to any person who is visibly intoxicated.

I understand ALL ALCOHOL MUST BE SERVED BY PERSONS IN POSSESSION OF A VALID OLCC SERVICE PERMIT. I will give the CCC office the names of the people who will be serving alcohol at my event, along with a copy of each server's OLCC service permit at least 2 weeks in advance of my event.

I understand that NO INTOXICANTS MAY BE SOLD ON THE PREMISES without first acquiring a temporary sales license from OLCC. A copy of the approved form must be on file in the CCC office at least one month before the date of my event, which means I need to submit an application to the City of Wilsonville and OLCC at least two months in advance of my event.

Intoxicants to be served at my event: Beer _____ Wine _____ Hard Liquor _____

I shall provide the Charbonneau Country Club written proof of liability insurance. This shall be provided within three weeks of making my date reservation.

I agree to be financially responsible for any and all damage to the Pavilion area, Clubhouse building and its contents, or for any loss through theft occurring during or in any way related to use of the facilities pursuant to this agreement. I agree to notify the Club Director of any damage or loss that occurs.

I agree to pay all rental fees and additional charges in a timely manner. I understand that I will be billed after my function.

I agree to remain a resident of Charbonneau until after the date of my function.

I understand the Country Club assumes no liability for the availability of the Clubhouse on the date of my event due to circumstances beyond the Club's control.

I agree to indemnify, hold harmless, and defend the Club and its Officers, employees and Directors against any claims, suits, costs, loss, damage, liability or expense (including, without limitation, attorney's fees) arising out of or in connection with use of the facilities pursuant to this agreement, whether or not caused or contributed to by any act or omission (negligent or otherwise) of the Club, its agents or employees.

I agree to assume all risk of injury, loss or damage to me or to any persons, goods, materials or property arising out of or in connection with use of the facilities pursuant to this agreement.

RESIDENT'S SIGNATURE

DATE

CHARBONNEAU EVENT CHECKLIST

Please check off the rooms/venues you will be using for your event:

- Charbonneau Room (Large Dining Room)
- Fireplace Room
- Pavilion
- Main Kitchen (Professional food service workers only)
- Card Room

Please check off every item you will be using for your event:

*You or your caterer will need to bring all other items not included on this list. Items such as potholders, serving spoons, barbeque utensils, serving trays, tablecloths, napkins, can/bottle openers, coffee, coffee filters, salt and pepper, sugar, creamers, etc. are **not** provided. In addition, you will need to **provide your own cleaning supplies (i.e., washcloths and towels for wiping down tables and counters).***

- | | |
|---|---|
| <input type="checkbox"/> 6 foot buffet tables | <input type="checkbox"/> Hurricanes (\$10 flat rental fee) |
| <input type="checkbox"/> Lectern / Microphone | <input type="checkbox"/> TV |
| <input type="checkbox"/> Compact Disc Player | <input type="checkbox"/> DVD Player |
| <input type="checkbox"/> iPod Jack | <input type="checkbox"/> WiFi |
| <input type="checkbox"/> Fireplace | <input type="checkbox"/> (Clubhouse Guest PW: cccclubhouse) |
| <input type="checkbox"/> Baby Grand Piano | <input type="checkbox"/> Chalk/White Board |
| <input type="checkbox"/> Coffee Maker | <input type="checkbox"/> Disco Ball |
| <input type="checkbox"/> 84 cup Coffee Urn (by request) | <input type="checkbox"/> Barbeque (Bring your own utensils) |
| <input type="checkbox"/> Live Music or Disc Jockey | <input type="checkbox"/> Resident agrees to clean Barbeque before and after use |
| <input type="checkbox"/> Convection Oven | <input type="checkbox"/> Resident agrees to Pay \$75 to have BBQ cleaned before and after use |
| <input type="checkbox"/> Microwave | |
| <input type="checkbox"/> Dishwasher | |
| <input type="checkbox"/> Refrigerator/Freezer | |
| <input type="checkbox"/> Plates | |
| <input type="checkbox"/> Glasses | |
| <input type="checkbox"/> Flatware | |
| <input type="checkbox"/> Pitchers | |
| <input type="checkbox"/> Coffee Carafes | |

BBQ note: Use instructions are required

- Ice** (available by request)
ALL LEFTOVER ICE NEEDS TO BE DISPOSED OF "OUTSIDE" NOT IN THE SINK

CHARBONNEAU *country club*

32000 SW Charbonneau Drive, Wilsonville, OR 97070

Phone: 503-694-2300 Fax: 503-694-5783

APPROVED CATERERS FOR CHARBONNEAU COUNTRY CLUB

Biscuits and Pickles

Contact: Dustin & Bethany

Phone: 971-267-6122

Email: dustin@biscuitandpickles.com

Claeys Catering, Inc.

www.claeyscatering.com

PO Box 1940 (31429 N. Commercial)

North Plains, OR 97133

Contact: Jim & Patricia Claeys

Phone: 503-647-1987

Fax: 503-647-7434

Curry's Landing at Charbonneau

31840 SW Charbonneau Drive, Ste. E

Wilsonville, OR 97070

Contact: Bill & Cindy (& Lexi) Grier

Phone: 503-694-2223

Email: curryslanding@centurytel.net

Cutsforth Market Catering

225 NE 2nd Ave, Canby, OR 97013

Contact: Catering Department-Jenn

Phone: 503-266-5490

Email: cutsforthsdeli@gmail.com

Also: Full service bakery and floral department

Dalton's N.W. Catering

www.DaltonsNorthwestCatering.com

8530 SW Pfaffle

Tigard, OR 97223

Contact: Dave Dalton

Cell 503-267-4419/ Phone: 503-639-7211

Hoda's Middle Eastern Cuisine

www.hodas.com

Contact: Hoda

3401 SE Belmont Street

Portland, OR 97214

Phone: (503)307-0333

Email: info@hodas.com

It's Party Time Catering

PO Box 1375, Sherwood, OR 97140

Contact: Viki DyrdaHL, Event Manager

Phone: 503-628-3616 office

www.itspartytimecatering.net

Magnolia Catering

www.magnoliabanquets.com

Contact: Raul Santana

210 E. Charles St.

Mt. Angel, OR 97362

Phone: 503-583-6528

Email: santanacraul19@magnoliabanquets.com

Portland Catering Company

7800 SW Durham Road, Suite 400

Portland, OR 97224

Contact: Andrea & Michelle

Phone: (503)620-8855

Email: info@portlandcateringcompany.com

The Turn (Golf Club)

32020 SW Charbonneau DR, Wilsonville, 97070

Contact: Jodi & Chris

Phone: 503-694-1246 ext. 3

Email: Chris@charbonneaugolfclub.com

Western Pacific Catering

PO Box 1936, Wilsonville, 97070

Contact: Brad & Jodi McKillip

Phone: 503-682-9450

Cell: 503-860-1907

Email: brad@westernpacificcatering.com

www.westernpacificcatering.com

Janitorial Service for Vacuuming and Moving Tables:

Make Clean

Steve Chinn

Phone: 503-312-0927

Printed: 1/8/21

Notes:

POST-EVENT CHECKLIST FOR CLUBHOUSE RENTAL

CHARBONNEAU RESIDENT: Please check off each item as it is completed. If there is an item that does not pertain to your event, mark the space with N/A. Once the form is completed, please sign below and review with Clubhouse staff person.

DINING ROOM AND/OR CARD ROOM

- Large pieces of trash picked up off floor
- Tables wiped clean
- Tables and chairs must be put back in their original positions
- All decorations removed
- Buffet tables put back in closet
- Chairs brushed off
- Other furniture moved back to original positions
- Floor is vacuumed
- Trash taken out to the dumpsters and liner replaced in trashcans
- Microphone check

BAR AREA

- Countertops, microwave, convection oven and cabinets are wiped clean
- Floor has been mopped
- Dishes, mugs, glasses and flatware are clean, dry, and returned to their correct locations
- Trash has been taken to the dumpster and liner replaced in trash can
- Ice bins have been emptied (outside) and dried
- Coffee maker has been wiped clean and used filter has been removed
- Dishwasher is cleaned, drained, and "off." Debris screen is clean.
- Ice scoop is back in its storage location
- Refrigerator has been wiped clean and all items removed.

BALLROOM

- Floor swept and damp mopped
- Furniture put back in original positions
- Tables, piano, hearth, and other surfaces cleaned
- Gas fireplace is turned off
- Piano has been inspected

PAVILION

This is an outdoor venue, be prepared to wipe-down surfaces before your event.

- ___ Large pieces of trash picked up off ground
- ___ Tables wiped clean
- ___ Chairs wiped off
- ___ Umbrellas put down
- ___ Tables and chairs must be put back in their original positions
- ___ Countertops, appliances, and cabinets are wiped clean
- ___ Dishes, mugs, glasses and flatware are clean and returned to their correct locations
- ___ Refrigerator has been wiped clean and all items removed.
- ___ All decorations removed
- ___ Buffet tables put back in closet
- ___ Clean spills caused by food and beverages, etc.
- ___ Other furniture moved back to original positions
- ___ Trash taken to the dumpsters and liner replaced in trashcans
- ___ Microphone turned off and put away
- ___ Check for stray glasses, dishes, trash
- ___ All trash, bottles, cups, and cigarette butts cleaned up outside in front entrance area and outside on back patios.

ENTRYWAY & LOUNGE & BATHROOM

- ___ Check for stray glasses, dishes, trash
- ___ All trash, bottles, cups, and cigarette butts cleaned up outside in front entrance area and outside on back patios.

NOTE: THERE MAY BE AN EXTRA CHARGE FOR CLEANING TASKS NOT COMPLETED

Charbonneau Resident

Date