



**POLICIES FOR USE OF
THE BURNT STORE GOLF & ACTIVITY CLUB CLUBHOUSE
PATIO AREA, BACK DINING AREA AND MAIN DINING ROOM**
THESE POLICIES APPLY TO ALL EVENTS CONDUCTED WITHIN THIS BUILDING.

REQUIRED FORMS:

1. SUBMIT THE **REQUEST FOR USE OF THE BSGAC CLUBHOUSE** FORM TO THE OFFICE. IT WILL BE REVIEWED BY THE EVENT COORDINATOR. IF THE LOCATION IS AVAILABLE AND THE REQUEST GRANTED, A SIGNED APPROVAL FORM WILL BE ISSUED TO THE APPLICANT.
2. A WAIVER FORM MUST BE SIGNED BEFORE THE EVENT
3. A FINAL CHECKLIST MUST BE COMPLETED AT THE END OF THE EVENT AND SUBMITTED TO THE OFFICE.

RATES:

1. MEMBERS: IF THE GROUP IS **100% MEMBERS**, THERE WILL BE NO RENTAL CHARGE PROVIDED THE PROPER RESERVATION HAS BEEN SUBMITTED WITH A LIST OF THE MEMBERS AND THEIR MEMBERSHIP NUMBERS AND APPROVED.
2. ANY EVENT WHICH INCLUDES ANY ATTENDEES WHO ARE NOT MEMBERS WILL BE SUBJECT TO THE FOLLOWING FEES WHICH MUST BE PAID A MINIMUM OF **7 DAYS PRIOR TO THE EVENT**:
 - PATIO AREA:** \$25.00 PER HOUR WITH A 2 HOUR MINIMUM
 - BACK DINING AREA:** \$25.00 PER HOUR WITH A MINIMUM OF 2 HOURS
 - DINING ROOM AREA WITHOUT FOOD:** \$100.00 PER HOUR WITH A 2 HOUR MINIMUM
 - DINING ROOM AREA WITH FOOD:** AS ABOVE WITH PLUS 2 ADDITIONAL HOURS AT NO CHARGE.
3. A DEPOSIT WILL BE REQUIRED FOR ANY NON-MEMBER RENTING THE FACILITY AT THE DISCRETION OF THE EVENT COORDINATOR
4. ADDITIONAL FEES MAY BE ASSESSED FOR DAMAGE OR FOR LEAVING AN AREA IN A LESS DESIRABLE CONDITION THAN THAT IN WHICH IT WAS RECEIVED. REASONABLE WEAR AND TEAR IS EXPECTED. IT IS EXPECTED THAT ANY LITERATURE DISTRIBUTED, UNCONSUMED FOOD AND BEVERAGES OR GENERAL DEBRIS WILL BE REMOVED AT THE END OF THE TIME OF USE, RENDERING IT SUITABLE FOR IMMEDIATE RE-USE.

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