

# NORFOLK CURLING CLUB

## Club Rental Policy

1. Norfolk Curling Club (NCC) rental is available for rental providing a NCC member acts as a sponsor.
2. The NCC sponsoring member must be present during the entire function to safeguard the Club's best interests.
3. NCC can rent any one or all of the following areas:
  - a. Warming Shed & Bar – Renter will have full access to the kitchen. A club member must bartend – no outside bartenders will be allowed. No alcohol may be brought into the club other than that purchased at the NCC bar.
  - b. Ice Shed – Proper footwear must be worn, which will include curling shoes, sneakers, or other soft-soled shoes. The shoes must be clean & free of debris (i.e. not worn walking into the club –appropriate shoes must be brought to change into at the club.)
4. The NCC Rental Agreement must be completed in full by the rental party and submitted by the NCC sponsoring member to the Board of Directors (30) days in advance of the event.
5. The President of NCC will review all rental agreements, and has the authority to approve all rental agreements. If the President wishes to discuss the rental agreement with the Board of Director, a majority approval will be required.
6. The Board of Directors reserves the right to refuse to rent the property if the use of the club is deemed inappropriate or at undue risk.
7. **Non-Member Rental Fees** per day (4-hours use of both sheets) will be as follows:
  - a. Students: \$ 250.<sup>00</sup>/day + \$ 50.<sup>00</sup> deposit (plus instruction fee if applicable)
  - b. Lion's Club: \$ 250.<sup>00</sup>/day + \$ 50.<sup>00</sup> deposit
  - c. Corporate Rental: \$ 500.<sup>00</sup>/day + \$ 50.<sup>00</sup> deposit
  - d. Bartender (when needed): \$ 50.<sup>00</sup> per hour
8. **Member Rental Fees** per day (4-hours use of both sheets) will be as follows:
  - a. Warming Shed only: \$ 50.<sup>00</sup> rental fee + \$ 50.<sup>00</sup> deposit
  - b. Warming Shed & Ice: \$ 100.<sup>00</sup> rental fee + \$ 50.<sup>00</sup> deposit
  - c. Bartender (when needed): \$ 50.<sup>00</sup> per hour
9. The \$ 50.<sup>00</sup> deposit will be refunded if the Club is left in the same condition as it was prior to the rental.
10. Fees may be waived at the discretion of the NCC Board of Directors.
11. It is the responsibility of the NCC member present for the event to ensure that all guests sign the PARTICIPANT RELEASE forms and the Visitor Book when they arrive.

# NORFOLK CURLING CLUB

## Club Rental Request

Name of Organization: \_\_\_\_\_

Responsible Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Will the Ice Shed be used? Yes \_\_\_\_\_ No \_\_\_\_\_

Will the Kitchen be used? Yes \_\_\_\_\_ No \_\_\_\_\_

Will the Bar be used? Yes \_\_\_\_\_ No \_\_\_\_\_

Club member sponsor: \_\_\_\_\_

**(NOTE: Club member must be present during the entire event.)**

Special Requests / Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Deposit Paid: Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Fee Paid: Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Bartender Fee Paid: Amount: \_\_\_\_\_ Date: \_\_\_\_\_

NCC Board Approval: By: \_\_\_\_\_ Date: \_\_\_\_\_