



•SWIM & RECREATION CLUB•

Facility Rental Form

RENTAL REQUEST: THE HALL REC ROOM FUNBRELLA (MEMBERS ONLY)

RENTAL DATE: _____ TIME: FROM _____ TO _____

RENTER'S NAME: _____ MEM # _____

NONMEMBER

PHONE: _____ (EMAIL): _____

ADDRESS: _____
STREET CITY ZIP CODE

TYPE OF FUNCTION: RECEPTION BIRTHDAY PARTY PICNIC
 MEETING REUNION OTHER _____

ESTIMATED NUMBER OF GUESTS: ADULTS _____ MINORS _____

AQUATICS: For staffing purposes we require advance notice on estimated number of swimmers. **Swimming is only available for member rentals and their guests. Guest fees do apply.**

ESTIMATED NUMBER OF SWIMMERS: ADULTS _____ MINORS _____

ALCOHOL: Only allowed in THE HALL with proper permit. The undersigned will obtain a banquet permit if alcoholic beverages of any kind are on Samena Swim & Recreation Club premises. A photocopy of the permit must be given to the front desk three days before the rental. The original permit must be posted in the kitchen area during the rental period. <https://lcb.wa.gov/licensing/online-banquet-permit>

WILL ALCOHOL BE SERVED? YES NO TYPE: BEER WINE HARD LIQUOR

No alcohol is allowed for anyone under 21 years of age. Renters are responsible for anyone leaving the function under the influence of alcohol and or drugs. The Bellevue Police Department will be called if any illegal situations occur on the premises.

RENTAL PROCEDURES ARE OUTLINED ON THE SECOND PAGE. PLEASE READ ALL PROCEDURES BEFORE SIGNING THE RENTAL AGREEMENT.

AGREEMENT: The undersigned hereby makes application to the Samena Swim & Recreation Club for use of the facilities described above and certifies the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations and policies/procedures of the Samena Swim & Recreation Club in which the facilities are requested. The applicant agrees to exercise the utmost care in the use of the Club's premises and property to save the Samena Swim & Recreation Club harmless from all liability resulting from use of said facilities. The applicant further agrees to reimburse the Samena Swim & Recreation Club for any damage arising from the applicant's said use of the facilities.

PAYMENT: FULL PAYMENT MUST BE MADE AT THE TIME OF RENTAL INCLUDING DAMAGE DEPOSIT. THE DEPOSIT WILL BE RETURNED WITHIN 5 BUSINESS DAYS AFTER RENTAL IF NO DAMAGE OR POLICY VIOLATION HAS OCCURRED.

APPLICANT _____ TODAY'S DATE _____

FOR OFFICE USE ONLY		Rental	Rental Rate	Room Capacity	Damage Deposit
Full Rental Fee	\$ _____	Hall*	Mem \$90 1st hr/\$75 add'tl hrs	80-100	\$200
Additional Fees	\$ _____	(Min. 3 hours)	NM \$110 1st hr/ \$95 add'tl hrs		
Total Payment	\$ _____	Rec Room	Mem \$60 1st hr/\$45 add'tl hrs	35-50	\$50
Date Paid & Staff Initials	_____	(Min. 2 hours)	NM \$85 1st hr/\$70 add'tl hrs		
Method of payment	_____	Funbrella	\$50 1st hr/ \$25 add'tl hrs	40	None
Damage Deposit	\$ _____	Grill	\$50		
Date Paid & Staff Initials	_____	A/V Equipment	\$125		\$100
Outlook/Form Copy to Room, Mark, Chelsea		*Rental must include set up/tear down time more than 30 min			

PROCEDURES FOR USE OF THE FACILITY

1. This rental contract includes use of the specific area as designated.
 - ◆ Hall rental includes use of hall, kitchen, and balcony (balcony until 8pm due to noise constraints) – accommodates 80 people seated at tables or 100 people classroom style.
 - ◆ Rec room rental includes the use of the refrigerator – accommodates 35 people seated at tables or 50 people classroom style.
 - ◆ Funbrella rental includes the use of the tables under the Funbrella and restrooms in the concession lobby. (Playground equipment may be used during Funbrella rentals but is not reserved and must be shared with other members.) A/V equipment not available at the Funbrella.
 - ◆ Grill rental and usage is at applicants own risk. Must reserve at least 5 days before event.
 - ◆ A/V equipment rental includes use of speaker system, pull-down screen (in the Hall), TV, microphone, and projector. Must reserve at least 5 days before event.
2. A “Member” status includes only immediate family (i.e. mother, father, sister, brother, children) included on membership at the time of rental. Extended family is NOT included.
3. The rental time must include set-up and take-down of tables and chairs.
4. The renter must supply table coverings and any other supplies necessary.
5. A liquor permit must be posted in the kitchen when liquor is on the premises. If guests will be utilizing the pool, alcohol is not permitted during the rental.
6. The applicant must allow ample time at the end of the rental for clean-up. Major spills and excessive garbage must be cleaned up by the renter.
7. Damage deposit is refunded upon inspection of the room rented (within 5 business days). Damage deposits will be utilized in the instance of any permanent damage, neglect of clean-up responsibilities, or violation of policies resulting in the termination of the rental. Clean-up responsibilities of renter: Place all garbage/recycling into designated bins before leaving the space. Place any kitchen supplies used during event in the dishwasher. Wipe up any major spills and contact maintenance via the Front Desk so permanent damage can be prevented.
8. Agreement for rental is for facility “as is.” Please be sure the rental meets your needs before signing the contract.
9. No burning candles are allowed in the facility.
10. Use masking tape only on the walls. All tape must be removed at the end of your function. No rice, birdseed, confetti or other material may be thrown on the premises.
11. All guests must stay within the designated rental area at all times and under active adult supervision.
12. Keep music in a reasonable range. If music is playing past 8pm, all windows and doors must remain closed. Music must be turned off promptly at 10pm.
13. The entire facility is designated non-smoking which includes the balcony and entry way.

CONDUCT OF GUESTS AT THE SAMENA SWIM AND RECREATION CLUB

Excessive noise level, inappropriate use of alcohol, illegal drugs or narcotics, disruptive conduct or any forms of unauthorized behavior will cause the entire party to be immediately evicted with assistance from the Bellevue Police Department, if necessary. Please see Samena’s Code of Conduct, posted in the lobby. No refunds of any type (including damage deposit) will be granted for applicants asked to leave the facility.

CANCELLATION/REFUND

The applicant must notify the Samena Swim and Recreation Club immediately in the event of a cancellation. A full refund of damage deposit and rental will be given if we are notified two weeks prior to the rental. After the two week period the rental fee will only be reimbursed if we rent the room to someone else.

Rec Room Set Up Sheet

Please return at least 3 days before event

If no sheet is turned in, we will set up with a standard event table layout

General Dimensions: ~34' x 26'

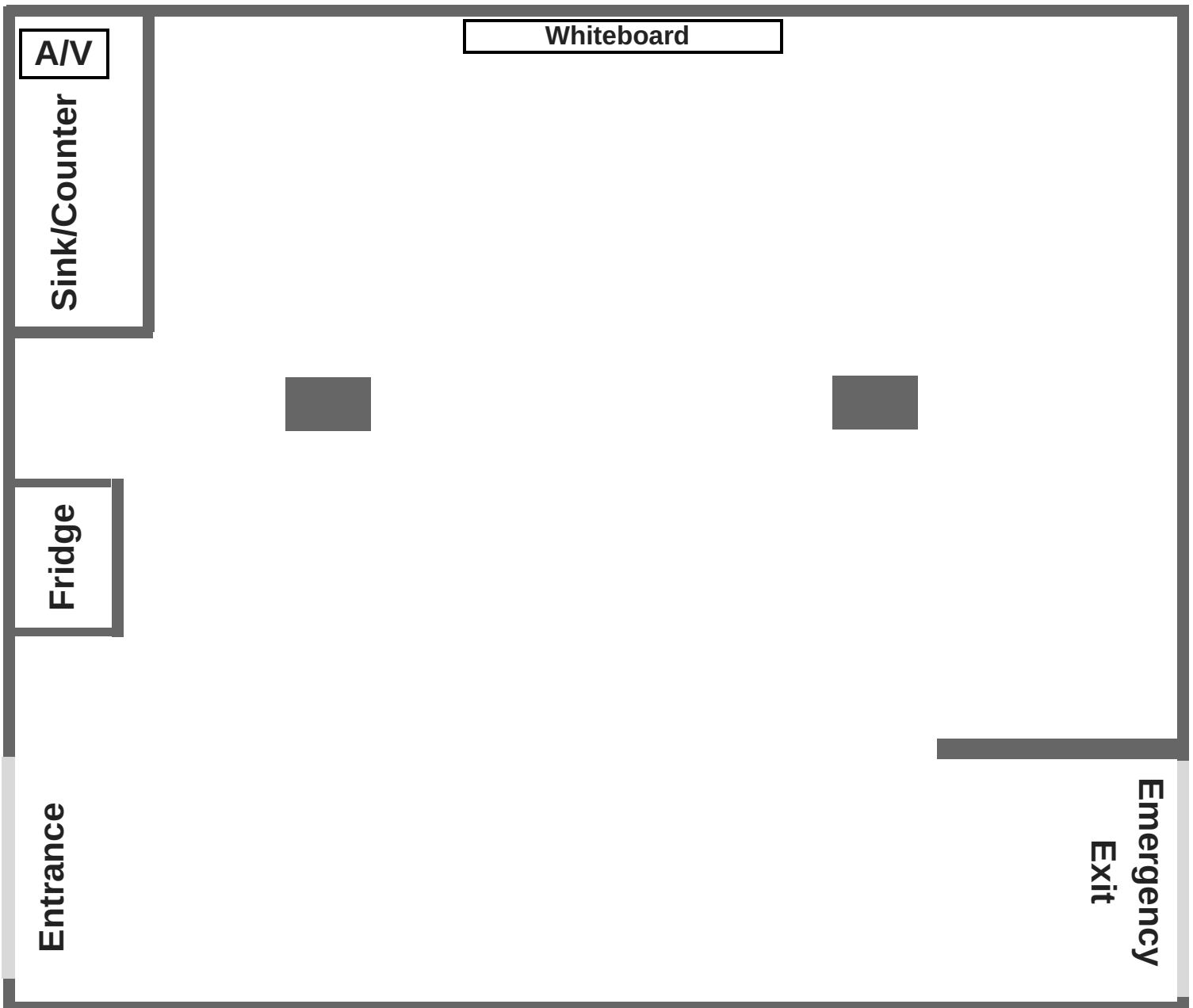
Pillars = ■

Max Capacity = 50 (classroom setup),
35 (seated at tables)

*Limit 7 banquet tables

AV Add-on?:

- Speakers
- Microphone
- Projector
- TV



5

Banquet Table
30" x 96"

4

Banquet Table
24" x 72"

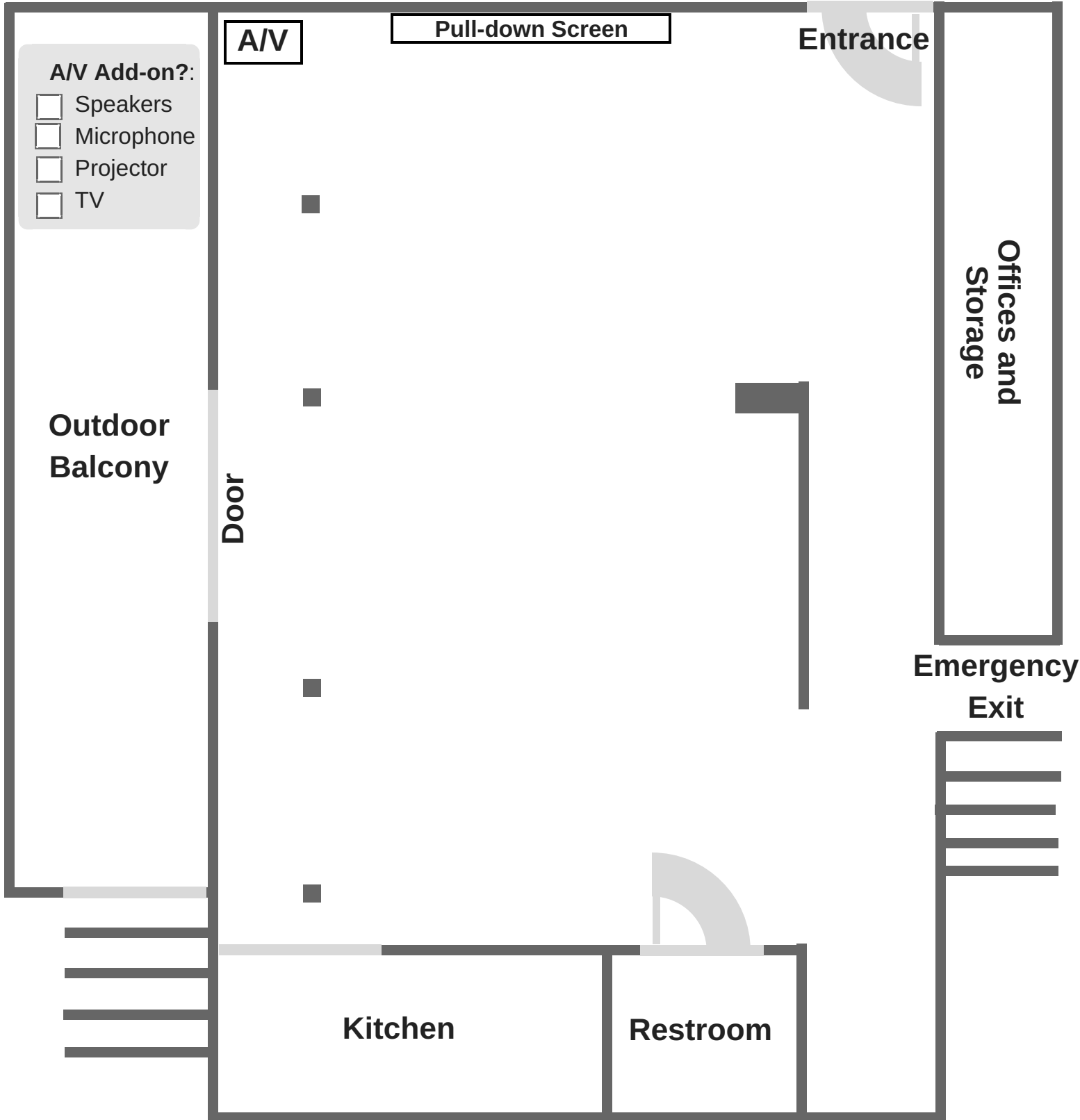
2

Card Table
36"

Hall Set Up Sheet

Please return at least 3 days before event

If no sheet is turned in, we will set up with a standard event table layout



A/V Add-on?:

- Speakers
- Microphone
- Projector
- TV

General Dimensions: ~57' x 32'

Balcony: 56' x 14'

Pillars = ■

14

Banquet Table
30" x 96"

4

Banquet Table
24" x 72"

2

Card Table
36"

6

Round Table
60"