



## BVSA SPECIAL USE REQUEST AND AGREEMENT

Requested Date(s) of Use \_\_\_\_\_ Time of Use \_\_\_\_\_

**Minimum 2 Weeks notice**

**Amenity/Location Requested**

**BVSA Recreation Amenities:**

- ☐ Whiting Center   ☐ Green Room   ☐ Game Room   ☐ Cub Lake   ☐ Four Island Lake  
☐ Tennis Pavilion   ☐ Horseshoe Area   ☐ Camground   ☐ Pool   ☐ Whiting Center Playground  
☐ Adams Field   ☐ Cub Field

**BVSA Equestrian Center Lounge:**

- ☐ Equestrian Center Lounge   ☐ Equestrian Arenas

**BVSA Food and Beverage Amenities:**

- ☐ Oak Tree Country Club Reception Room   ☐ Oak Tree Country Club Garden Room  
☐ Mulligan Room Patio   ☐ Mulligan Room "Golfer's" Patio   ☐ The Oaks Restaurant   ☐ Oak Branch Saloon

**Other BVSA Amenities:** \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Contact/Person Responsible: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Member: ☐ Yes ☐ No   Member Tract/Lot: \_\_\_\_\_

If No, Sponsoring Member Name: \_\_\_\_\_ Tract/Lot: \_\_\_\_\_

Will Member be Present During Use: ☐ Yes ☐ No

Recognized Club: ☐ Yes ☐ No   Name of Club: \_\_\_\_\_

Commercial User: ☐ Yes ☐ No

Does use require closing or partially closing the facility to other users: ☐ Yes ☐ No

Expected Attendance: \_\_\_\_\_ Number of Members: \_\_\_\_\_

**Fees are due a minimum of 10 days prior to event.** [Cash, charge, or member check]

**Required Fees:**

Rental: ☐ Yes ☐ No   Amount: \$ \_\_\_\_\_

Clean/Repair Deposit: ☐ Yes ☐ No   Amount: \$ \_\_\_\_\_

Commercial Fee: ☐ Yes ☐ No   Amount: \$ \_\_\_\_\_

Water - 4 Island, Site A only: ☐ Yes ☐ No   Amount: \$ \_\_\_\_\_

\*Note: \$30 fee and the user must provide their own hose\*

Unusual Hours Fee: ☐ Yes ☐ No   Amount: \$ \_\_\_\_\_

Will Food and Beverage be served at this Event: ☐ Yes ☐ No

Catered by BVSA Food and Beverage Department: ☐ Yes ☐ No

If no, please explain: \_\_\_\_\_

Will Alcoholic Beverages be Served at this Event: ☐ Yes ☐ No

Served by BVSA Food and Beverage Department: ☐ Yes ☐ No

If no, please explain: \_\_\_\_\_

THIS DOCUMENT CONTAINS TERMS OF USE AND I/WE UNDERSTAND AND WILL ABIDE BY THE TERMS. I/WE ALSO UNDERSTAND THAT ANY ADVERTISING, NEWS ITEMS OR INVITATION TO THE PUBLIC WILL INCLUDE A STATEMENT THAT DESCRIBES THE PROCEDURE FOR OBTAINING A ROAD USE OR AMENITY GUEST PASS REQUIRED FOR THE PUBLIC.

Initial: \_\_\_\_\_

INSURANCE: Bodily injury and property damage insurance is required: ☐ Yes ☐ No  
(must be provided to BVSA ten working days prior to use of facility)

Insurance Carrier: \_\_\_\_\_ Policy Holder: \_\_\_\_\_

Insurance Carrier Contact: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Policy Limits: \$ \_\_\_\_\_ Insurer/Certificate: \_\_\_\_\_

In consideration of being allowed to make a special use of the above-described facility or common area, the Special User named above (and each guest, member and participant) agree that the use of the facility or common area is at their own risk, that they are voluntarily using the facility or common area, and that they assume all risk of injury, damage and loss to persons or property resulting from or in any way connected with such use, and further agree to release and discharge the Association and its employees, agents and representatives from any and all claims or causes of action arising out of or related to the Special Use. The Special User agrees to hold harmless, indemnify, and release the Association, its employees, agents and representatives from any and all liability for damage and/or injury to any person or property resulting from or related in any way to the Special Use.

This document contains all terms of use and I/We understand and will abide by the terms. I/We also understand that any advertising, news items or invitations to the public will include a statement that describes the procedure for obtaining a road or guest pass required for the public. By signing this document, Special User acknowledges that the Association reserves the right to inspect/audit the books and records to verify gross revenue and the amount of the fee to be paid. [Section 1802 (c) (1) & (2)].

For All Commercial Users:

By signing this document, Special User acknowledges that the Association reserves the right to inspect/audit the books and records to verify gross revenue and the amount of the fee to be paid [Section 1802 (c) (1) (2)]

Contact / Person Responsible: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member Tract/Lot No.: \_\_\_\_\_ Date: \_\_\_\_\_

**BVSA RECREATION USE REQUEST**

EVENT: \_\_\_\_\_ Requested Date(s) of Use: \_\_\_\_\_

Contact/Person Responsible: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Set Up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ Clean Up: \_\_\_\_\_ End Time: \_\_\_\_\_

Member Tract/Lot No.: \_\_\_\_\_

1-4 Hours ☐ 5-8 Hours ☐ All Day ☐**Location Requested:**WC: Green Room ☐ BB Court Area ☐ Picnic Area ☐Cub Lake: Area(s) A ☐ B ☐ C ☐ D ☐ E ☐Four Island Lake: Area(s) A ☐ B ☐ C ☐ D ☐Tennis Pavilion: ☐

Other: \_\_\_\_\_

**Equipment Rentals:** ☐ Yes ☐ No

Tables: 8'

Tables: Round 5'

Chairs: Tan Metal Folding

Other: \_\_\_\_\_

Electricity Use at Cub Lake:

Commercial Fee: ☐ Yes ☐ NoFee for Extended Staffing: ☐ Yes ☐ NoWater - 4 Island, Site A only: ☐ Yes ☐ NoClean/Repair Deposit: ☐ Yes ☐ No**Refundable Deposits: 1-100 People \$100. 101-160 People \$150. 161+ \$200.****DEPOSITS ARE CASH ONLY AND MUST BE PAID A MINIMUM OF 10 DAYS PRIOR TO EVENT.**

**If the Special User leaves the amenity as clean and in the same condition and state of repair as existed prior to the Special Use, the deposit will be refunded. The deposit shall be forfeited to the Whiting Center general fund if the amenity is not left in an acceptable condition or if it remains unclaimed after three months.**

Date Refunded: \_\_\_\_\_ Signature verifying refund: \_\_\_\_\_

Employee Int.: \_\_\_\_\_ Date of Refund: \_\_\_\_\_

<input type="radio"/> Approved	<input type="radio"/> Denied	Amenity Manager: _____	Date: _____
<input type="radio"/> Approved	<input type="radio"/> Denied	General Manager: _____	Date: _____
Board President or Designee: _____			Date: _____

**TOTAL FEES:**

# \_\_\_\_\_ x Fee \$ \_\_\_\_\_

# \_\_\_\_\_ x Fee \$ \_\_\_\_\_

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**TOTAL FEE**

\$ \_\_\_\_\_