



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:

- ☐ Equestrian Center Lounge ☐ Main Arena ☐ Dressage Arena ☐ Cattle Arena ☐ Jumping Arena

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 ☐ No

 Fee for Extended Staffing: ☐ Yes ☐ No

 Water - 4 Island, Site A only: ☐ Yes ☐ No

 Clean/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 \$ _____ \$

_____ x Fee \$ _____ \$

_____ x Fee \$ _____ \$

_____ x Fee \$ _____ \$

_____ x Fee \$ _____ \$

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_____ x Fee \$ _____ \$

TOTAL FEE

\$