

OXLEY HOMESTEAD CLUBHOUSE RENTAL

Maximum number of people: 20

\$ 50.00 RENTAL FEE DEPOSIT \$500.00 Separate checks please.

Clubhouse 8:00 a.m. – 10:00 p.m. hours include set-up and breakdown time.

RULES AND REGULATIONS FOR USE OF GENESEE FOUNDATION FACILITIES

- A. Reservations for the private use of any facility are available to residents only (includes lot owners and renters).
- B. The person who reserves any area is responsible for that area and must be present for the entire time designated in the reservation.
- C. Reservations are made through the Foundation office and are complete when rental fees, deposits and a signed reservation form are completed. Deposit of \$500 and payment is required prior to blocking your function. It is required that all reservations be finalized at least two weeks prior to any event.
- D. An inspection of the rented area will take place prior to the scheduled event.
- E. Keys to the facilities must be picked up during normal office hours 7:30 a.m. - 4:00 p.m., M-F prior to the scheduled function. Keys shall be returned or dropped in box outside of Vista Clubhouse within 24 hours from end of function.
- F. Reservations for weddings and/or wedding receptions will be accepted for residents and members of their immediate families only (Mother, Father, Daughter, and Son).
- G. Due to the public nature of the Foundation's clubhouses, it is necessary that all doors remained unlocked during all functions. This is required by state and local fire code and includes the doors to the east deck, the west deck and the back kitchen doors.
- H. No open flames of any type are allowed except in the barbeque grill. This includes but is not limited to tiki torches, candles, lamps, insect repellent devices or fireplace fires. During fire bans, follow posted instructions.
- I. Signage including directional signs are a violation of Genesee's covenants and consequently are not allowed anywhere on Foundation property. A map is available for your convenience and distribution.
- J. Commercial use of the clubhouses is not permitted. No admission fees, for-profit groups or sales meetings are allowed.
- K. Event set up will be completed by the Foundation staff as indicated on the function form filled out at the time of rental. Specific set up requests require 48 hours prior notice. If no set request is indicated on the function form, all items will be left for set up by the renter.
- L. Music is permitted inside the clubhouse only and should not be audible outside. Violation of this rule will result in a visit to the event by Genesee Foundation Patrol officers. Music is allowed until 11:00 p.m.
- M. The artwork on display in the Vista clubhouse is privately owned. The purchase price for the artwork is posted in the downstairs hallway. Renter is responsible for the art work as well as the clubhouse furnishings and the building. Artists currently sign a release when they display their work. The paintings and artwork should not be touched or removed from the walls.

- N. Parking is provided in the lots at Vista and Oxley. Access to the Vista Clubhouse cannot be blocked at any time. There is one handicap space provided for use by vehicles with permits only.

SPECIFIC USE REQUIREMENTS FOR OXLEY HOMESTEAD RENTAL INCLUDE:

- A. Rental includes Oxley Homestead.
- B. Groups are limited to no more than 20 people for inside function.
- C. Restrooms are for public use at all times.
- D. The large dining room table cannot be moved under any circumstance.
- E. The Oxley Homestead Clubhouse is not available during major holidays without special permission from the Foundation Board of Directors. Requests are accepted between 60 and 30 days prior to the holiday requested. Special restrictions will apply to any use granted by the Board.
- F. Tables and chairs taken outside are to be moved inside the clubhouse at the conclusion of the event.
- G. Linens, china, flatware and tablecloths are not provided. Items in the refrigerators are not for public consumption. The glassware, plates and utensils in the kitchen may be used, but not removed from the clubhouse. All leftover food should to be removed at the end of the function.
- H. All trash is to be placed in the plastic trash bags provided. Additional bags are stored in the bottom of each garbage can or under kitchen sink. Full and tied bags are to be stored in the kitchen area. Do not place trash outside.
- I. All items brought in by caterers or vendors shall be removed at the conclusion of the event or by 8:00 a.m. the following morning. Additional rental and storage fees will be assessed for items not removed on time.
- J. Directions for brewing coffee: 1 tablespoon of coffee per 2 cups of water 60 or more cup pot requires 1 hour brewing time 30 cup pot requires 30 minutes to brew.
- K. Clean up after function should include, wiping tables, kitchen counters. Cleaning up kitchen and area used for the function. Supplies are under the kitchen sink.

FEES AND DEPOSITS

1. Separate checks for rental fees and deposit for blocking are due at the time of the rental.
2. Rental fees cover set up and the normal and customary cleanup by the Foundation staff. Event set up will be completed by the Foundation staff as indicated on the function form filled out at the time of rental. Specific set up requests require 48 hours prior notice.
3. The Foundation reserves the right to have a Foundation employee on the premises for the duration of any function as deemed necessary by the Foundation. The renter is responsible for the cost of the employee at \$20.00 per hour.
4. Functions are scheduled for specific times that include set up and clean up activities. Renters will be charged additional fees if events begin before or continue after scheduled times. Rental times include set up and break down time.
5. Deposits cover excessive cleaning and/or repair necessitated by misuse or damages caused by renter or his party and are at the sole discretion of the Foundation.
6. Deposits will be returned within seven working days with explanations for any charges.

CANCELLATIONS

1. Cancellations must be made at least one week prior to the event.
2. Refunds will not be made for events that are cancelled due to adverse weather.

THE SERVICE OF ALCOHOL

The policy for the service of alcoholic beverages at events in the Foundation's clubhouses is as follows:

1. Members are prohibited from selling alcoholic beverages at functions.
2. Members are prohibited from serving alcoholic beverages to anyone under the age of twenty-one (21) year old.
3. Alcohol may not be stored in the clubhouse prior to any event and must be removed immediately upon the conclusion of the event.
4. The member leasing the Foundation facilities shall indemnify and hold the Foundation harmless from any and all liability arising out of or relating to the party or other function, including any liability arising out of the serving of alcoholic beverages at the function.

Service of Alcohol Agreement is for the function scheduled at the _____
Clubhouse on _____(fill in function date).

_____, Lessee (Member leasing Facility)

Date Signed _____.

_____, Owner (for the Foundation)

Date Signed _____.

I have received, read and agree to abide by the rules and regulations for this rental.

Signature of Resident _____

Signature of Foundation Representative _____

Damage Deposit Received on _____, 20____. Check No. _____

Rental Fee Received on _____, 20____. Check No. _____

OXLEY HOMESTEAD CLUBHOUSE RENTAL FUNCTION FORM

PLEASE pick up key at Foundation Office Monday-Friday between 7:30 a.m. - 4:00 p.m. prior to function and return key within 24 hours after function.

RENTAL FEE	\$50.00
DEPOSIT	\$500.00

RESIDENT NAME _____

PHONE NUMBER _____ CELL NUMBER _____

FUNCTION DATE _____ NUMBER OF GUESTS _____

FUNCTION TIMES: STARTS AT _____ ENDS AT _____

NATURE OF FUNCTION _____

____ I will be serving alcohol at my function (sign alcohol agreement).

____ I will be certain all trash is properly bagged and left in the kitchen.

The following items are available for use with the rental of the Oxley Homestead.

Coffee Pot (10 cup)

Coffee Pot (30 cup)

Tubs for iced beverages # of tubs needed _____

Flip Chart Stand (paper not provided)

Projector Screen (free standing or hanging)