



PRIVATE RENTALS - Beachcomber

A. Rental Policies:

1. "Private Function" means an event held in the Beachcomber Room for celebrations or gatherings hosted by a Craig Bay adult resident, for which a rental fee is paid and the hosting resident personally supervises. An event is considered 'a private function' when the number of invited guests who are non-Craig Bay residents exceeds 10%.
2. The Beachcomber may be rented for a private function of a personal nature. Rental for private functions is arranged through the Beach Club Coordinator.

The Beachcomber cannot be rented for an event that:

- a. allows access to the public at large or is publicized as an open invitation without a personal guest list,
 - b. is hosted and organized by someone other than the Craig Bay resident who has made the reservation (ie. the rental may not be on behalf of a non-Craig Bay resident who will be planning the event and inviting their personal guests),
 - c. is on behalf of a group, organization or person that is not directly related to Craig Bay (ex. businesses, classes, community groups, charity groups, religious organizations, or hobby / interest groups that are not approved by the Beach Club Subcommittee, and / or fundraising for a non-Craig Bay related group)
3. Only Members are allowed to initiate room rentals within the Craig Bay Beach Club. A rental application must be requested from the Beach Club office and submitted for approval before the rental is confirmed. Upon approval, the rental agreement and the invoice will be provided. When the signed rental agreement and payment have been received, the rental is considered confirmed.
 4. The hosting resident is responsible for the conduct of the persons attending and must be in attendance for the duration of the event. The hosting resident is responsible for ensuring all rules and regulations pertaining to the Beach Club are complied with during the time of rental.

B. Rental Fees & Cancellation:

1. **Rental Fee:** The rental fee is **\$50 per hour**, including the time required for setting up and clean up.
 - o Two cheques (one for the rental fee and a separate damage deposit) must be paid in full by the resident at the time of booking for a guaranteed reservation. Cheques are made payable to "Craig Bay Beach Club."
 - o An additional hourly rate charge will be applied if the resident uses the room outside of their specified booking time. *Fees are subject to change at any time.*

2. **Damage Deposit:** A damage deposit is required (\$100 for Beachcomber) and will be returned to the resident after an inspection of the space has been completed after the event, unless any appropriate deductions are determined for required cleaning or damages. If cleaning or damage is in excess of the damage deposit, the hosting resident will be billed for these damages.
3. **Cancellation:** Eighty percent (80%) of the rental fee paid will be refunded upon cancellation.

c. Alcohol and Insurance:

1. **If alcohol will be served / permitted at a private event:**
 - a. The Craig Bay hosting resident who is renting the event space must purchase Third Party legal liability insurance, with a host liquor liability extension, to a minimum limit of \$2 million per occurrence.
 - b. Insurance must name The Owners of Strata Plan VIS 4796 o/a The Craig Bay Beach Club as additional insured.
 - c. Proof of insurance must be provided to The Craig Bay Beach Club prior to the commencement of the rental or any associated events.
 - d. The sourcing of and cost of insurance is the sole responsibility of the Craig Bay hosting resident of the rental.
 - e. If insurance is not provided at least two business days prior to the event, the event in question will be cancelled and the contract voided with a refund of 80%.
 - f. Changes to your alcohol status (IE - if alcohol will not be served) must be submitted in writing / email to the Beach Club office at least two business days prior to the event, and a new rental contract reflecting this change must be signed.

If the Craig Bay hosting resident declares that alcohol will be served / permitted at their event, they must agree to provide the necessary insurance and adhere to the terms, as described above, as a condition of the rental contract.

2. **If no alcohol will be served / permitted at a private event**, then a declaration must be signed, and as a result insurance will not be required. The Craig Bay hosting resident must declare that NO ALCOHOL in any form will be served or permitted on the property at their event. Violations to this will be investigated and referred to the CLC to determine consequences, including fines and / or loss of privileges for the Craig Bay hosting resident and their guests.

D. Rental Areas & Resources:

1. **Rental areas include exclusive use of the Beachcomber room and shared use of the adjacent bathroom and patio area. *All other areas in the Beach Club, including the Conservatory, Four Seasons Lounge and its bar area, the swimming pool and hot tub, gym, sauna, lower level area, and outside lawn, are out of bounds to persons attending a private rental of the Beachcomber.***
2. Use of the lawn space is by request and must be approved by the CLC.

3. Barbeques are available for an additional fee. *Please refer to Barbeque Rental Guidelines for more details.*
4. Access and egress for private functions held in the Beachcomber is via the separate lower level exterior entrance of the Beach Club building.
5. Craig Bay Residents and their guests will continue to have access to the Beach Club building, with the exception of the Beachcomber, when rented for a private function.
6. Booking time includes the hours planned for the event, plus adequate set up and clean up time. Clean up includes the removal of catering supplies, trash, and recyclables at the end of the event, as well as storing or replacing tables and chairs. Please leave the space as you found it, as any additional cleaning will be charged at \$50 / per hour (minimum one hour).
7. Set-up must take place during the confirmed reserved timeframe that is indicated in the contract and may not be done at a separate time that may leave the space unavailable for others to use.
8. Clean up must be completed within the time frame that has been booked and paid for.
9. Back-to-back bookings and other events are common and you may not be notified if another booking is to take place immediately before or after your booking times. Check with the Beach Club office if you have any concerns about the schedule.
10. As this is a residential area, please turn music down after 10 pm in consideration of your neighbours.

E. Setting up:

1. The hosting resident must arrange to let caterers and suppliers into the building during your set up time, not before. Staff and other residents using the facilities are not obligated to let your caterers into the building.
2. If you require a digital projector, speaker or microphone, please arrange to rent these items yourself from an outside vendor.
3. Coffee makers can be used. You must supply your own coffee, tea, creamers, tea towels, and tablecloths.
4. Barbecues are available for use but must be booked for Private rentals for an additional fee. The hosting resident is responsible for moving the barbecue to a safe location before use. Please lay protective carpeting on the deck before use. Barbeque must be attended during operation.

F. Cleaning up:

1. Floors must be swept, carpets must be vacuumed, and liquid spills must be wiped up on floors and windowsills before the end of your booking time. A vacuum and broom are located in the unlocked closet at the kitchen entrance in the upper level of the Beach Club.
2. Any objects or furniture moved during the event must be replaced.
3. Coffee urns must be thoroughly cleaned and dried before storing. Any dishes used must be run through the dishwasher and replaced in the cupboards. These tasks must be completed by the end of your rental period. Failure to do so will result in additional cleaning charges.
4. Garbage must be disposed of in the black garbage bin provided. Please do not leave garbage bags outside.
5. Beverage containers/wine bottles must be removed by the hosting resident, not stored in the building. Please take them home.

G. Role of the Beach Club in Private Rentals:

The rental of the Beachcomber space is not offered at the same service calibre that you may expect at a hotel or other hospitality-centered facility. The Beach Club offers use of the common-property clubhouse space that is inherent to Craig Bay ownership, and the rental fee is charged to cover maintenance costs associated with its use. This fee is not a service charge that includes concierge-type service or related hospitality services. Private rental of the Beachcomber includes the use of space only (within the rental agreement details), and may include use of, or access to, other resources. It is not the responsibility of the Beach Club or its representatives to facilitate any aspect of your event, other than providing the space and resources as agreed upon.