

# Beach House

November

2011

## Full Day Rental Fees

### Sunday

\$185. - 9am - 10pm

### Monday-Thursday

\$200. - 8am - 10pm

### Friday or Saturday

\$250. - 8am - Midnight

## Hours of Operation

Monday 8am - 10pm

Tuesday 8am - 10pm

Wednesday 8am - 10pm

Thursday 8am - 10pm

Friday 8am - Midnight

Saturday 8am - Midnight

Sunday 9am - 10pm

## Security Deposit

\$300. Refundable Deposit

Security deposit is refunded if the Beach House is properly clean, rules have been followed and no damage has occurred to the Beach House or HBTS property.

Any additional cost over \$300. will be charged to the member.

## Other Rental Options

8am - Noon • \$60.

1pm - 5pm • \$60.

6pm - 10pm • \$60.

6pm - Midnight • \$100.

Friday or Saturday option only

9am - Noon • \$45.

Sunday opening time option only

Holley By The Sea

Member is responsible for restoring the Beach House to its original condition. Please see complete copy of the Beach House Usage Rules.

HBTS Members Only

# Beach House Usage Rules

November 2011

## Hours of Operation

Monday - Thursday: 8am – 10 pm

Friday & Saturday: 8am – Midnight

Sunday: 9am – 10pm

## USAGE FEE

Full Day - \$185.  
Sunday

Full Day - \$250.  
Monday-Thursday

Full Day - \$250.  
Friday or Saturday

8am – Noon - \$60.  
Monday - Saturday

1pm - 5pm-\$60.  
7 - days a week

6pm - 10pm-\$60.  
7 - days a week

6pm – Midnight-\$100.  
Friday or Saturday

9am – Noon - \$45.  
Sunday

**Refundable Security Deposit - \$300.**

**The maximum capacity of the beach house is 150 people**

## USAGE FEE

- ❖ Usage Fee is required to be paid at the time the reservation is made. The usage fee is nonrefundable unless event is canceled. Cancellation must be made 10 days of the event date, as well as if the reservation is made within a 10-day period prior to event date. Refunds will be mailed to the member within 30 days of request to the member's mailing address on file with customer service.

## SECURITY DEPOSIT

- ❖ Security Deposit is due the day of the event prior to picking up key & check list.
- ❖ Member is responsible for restoring the Beach House to its original condition. Garbage taken out, all decoration and rental items removed. Any tables & chairs must be cleaned & put away. Security deposit of \$300. will be refunded if properly cleaned, rules have been followed and no damage has occurred to the Beach House or HBTS property. Refunds will be mailed to the member within 30 days of request to the member's mailing address on file with customer service.
- ❖ A fee will be charged if TV-DVD-Audio-cables wires are removed or changed.
- ❖ Security deposit will be kept to cover any damage or excess cleaning. Any additional cost incurred over the \$300. deposit will be charged to the member,

## RENTAL INFORMATION

- ❖ A member making the reservation must be at least 21 years old and present a valid HBTS ID card. The Beach house use is for HBTS members and family in good standing.
- ❖ Member must be present at all times in the beach house.
- ❖ A 4-digit code will be issued for guest to get through our security gate. The code is to be given to invited guest and will be only activated during your rental period.
- ❖ Tables and chairs for 100 people are included in the usage fee. 100 chairs, 10- 60"(5ft) round tables (seats 8-10), 4- 72"(6ft) long tables (seats 6-8)
- ❖ Member is responsible for table and chair set up. Any tables & chairs set up must be cleaned & put away. Please include set up and clean up in the scheduled time slot of your party.
- ❖ The Beach House cannot be sub-let.
- ❖ HBTS Social Clubs headed by HBTS members are allowed to make 4-yearly reservations, such as the Fishing Club, International Cooking Group, Great Games. Minimum of 50 participants required.
- ❖ HBTS BOD appointed Social Committee will be allowed to reserve the beach house for community events, such as Breakfasts, Pot Lucks, BBQ's, Dinner Dances, etc. at any time.
- ❖ No commercial business, sales transactions, commercial seminars, etc. by individuals or organizations. Admission fees or offerings cannot be requested, either by word, advertisement or posters when using the beach house.
- ❖ HBTS Beach House meets county code for handicap access, including front door ramp and handicap bathrooms.
- ❖ Any outside structures such as a tent, canopy or arch, requires approval from HBTS Maintenance Manager.

## CHECK IN REQUIREMENTS

- ❖ On the day of rental, member must pick up BH key and Check List at the front office, secured with a valid HBTS ID card or driver's license.

- ❖ Upon arrival at the beach house, complete column 1 of the Check List Inspection Form and return it to the front desk staff immediately. This must be done to insure HBTS Staff adequate time to check on any problems found during rental inspection
- ❖ The beach house will be inspected by our maintenance staff after your party to determine refund.
- ❖ Check in for beach house use is no earlier than 8am for full day or 8am-12pm rental, 1pm for 1-5pm rental, 6pm for the 6-10pm or 6-12am rental.
- ❖ Catering, rental, or decorating items must be dropped off within rental time period.

### **SMOKING**

- ❖ Smoking in the beach house is strictly prohibited.
- ❖ Your deposit will not be refunded if smoking has occurred inside the beach house.
- ❖ Please use outside receptacle to extinguish cigarettes

### **GENERAL CLEANING PROCEDURES**

- ❖ Kitchen & bathrooms must be clean.
- ❖ Floor & counter debris removed
- ❖ Clean out microwave, oven, refrigerator and freezer.
- ❖ All garbage must be bagged and taken outside to the garbage cans outside the East door.
- ❖ Outside patio, grass areas and parking lot must be clean and free of debris.

### **PARKING**

- ❖ Parking only in designated parking spaces
- ❖ Permit required for handicap parking
- ❖ No parking on grass or dirt area due to drain field & irrigation sprinkler heads.
- ❖ The lawn area around the beach house must be cleaned and free of vehicle marks.

### **DECORATIONS**

- ❖ Do not use tape, push pins, nails, staples or thumb tacks on the walls, ceiling, windows or doors.
- ❖ Do not attach anything to the floor using tape, nails or glue.
- ❖ Do not use ceiling fans to secure or hang anything.
- ❖ All decorations must be set up and removed within rental time.

### **BEACH HOUSE DEPARTURE**

- ❖ The beach house must be vacated no later than 10 pm Sunday through Thursday and midnight on Friday and Saturday. Make sure stove, oven, TV, sound system, speakers and lights are all turned off.
- ❖ Removal of all catering, rental, decorating or personal items must be done within the rental time.
- ❖ The security alarm will automatic set at closing time. Member must vacate the Beach House at the proper closing time.
- ❖ If the alarm goes off because the beach house was not vacated at the designated hour, or if the doors were not properly closed, a fee will apply.
- ❖ Lock all doors before leaving the building.
- ❖ Please report anything that has been broken or is not working properly to the front office as soon as possible: 939-1693 x 0
- ❖ Key must be put in drop box on column outside west door immediately following rental time period. Fee applied for late key return.
- ❖ No entry will be allowed into the Beach House after your rental time period is over, due to cleaning and rental schedules.
- ❖ Loss of Beach House key will result in a replacement lock/key fee.

### **SAFETY PROCEDURES**

NONE OF THE FOLLOWING ARE ALLOWED DUE TO SAFETY REGULATIONS:

- Fire works
- Open Fires- fire pits, bon fires
- Deep fryers or open pan frying on the stove- stove, oven & microwave is for reheating only.
- Animals
- Music and noise not permitted after 10pm according to Santa Rosa County ordinance.
- ❖ Refer to the Beach House Manual for proper equipment usage and operation
- ❖ Call 911 for any emergencies
- ❖ Emergency information is also listed in the Beach House Manual

### **ITEMS YOU MIGHT WANT TO BRING**

Paper goods, plates, cups, silverware, napkins, serving utensils, oven & microwave cookware  
 paper towels, pot holders, dish cloth/ towels, dish soap, can opener, sharp knife, cutting board, cork screw,  
 command strips/ hooks for decorations, scissors, pen & paper

