



# Great Harbors Resident Association, Inc.

P.O. Box 988, East Falmouth, Massachusetts 02536

## FACILITY USAGE AGREEMENT

Homeowner/Member Name: \_\_\_\_\_

Great Harbors Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Event Date: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Time Beginning: \_\_\_\_\_ End: \_\_\_\_\_

Will you be utilizing a caterer / vendor at your function?  NO  YES

Vendor Name: \_\_\_\_\_

If you answered yes above, please complete the section below by providing the following with this signed form:

*Proof of Commercial General Liability, including bodily injury, wrongful death, property damage, products and completed operations, and contractual liability with a combined limit of liability limit no less than \$1,000,000.00 per occurrence with **Great Harbors Resident Association, Inc.** listed as additional insured.*

FACILITIES	COST	AMOUNT PAID
Clubhouse Usage May 16 <sup>th</sup> to September 30 <sup>th</sup> ) Limited Availability	\$ 330.00 for Four (4) hours. Includes mandatory cleaning fee.	
Clubhouse Usage October 1 <sup>st</sup> to May 15 <sup>th</sup>	\$ 280.00 for Four (4) hours. Includes mandatory cleaning fee.	
Club House – limited to 20 People Small group - Non profit	\$50.00 (up to 3 hours) A security deposit of \$100 is required. In addition, \$40 deposit is required should the clubhouse need to be cleaned following this function.	
Pool Area – Available only during Hours of Operation. Subject to approval	\$100 per hour	
Gas Grill	\$50.00 (includes 1 tank of fuel)	
<b>TOTAL DUE</b>		
Security Deposit	\$ 500.00 (separate check)	

1. The clubhouse may be reserved for a member's private function for a **maximum of 65 people**; any number to exceed this maximum requires prior approval from the Great Harbors Resident Association Board of Directors. Kitchen facilities are limited. **NO COMMERCIAL USAGE ALLOWED**
2. The clubhouse fee includes, but is not limited to, expenses related to staging, restaging, utilities, cleaning and sundries. A grill may be available (**additional fees apply**). Pool area may be available (**additional fees apply**). Payments listed, including a separate check for the security deposit, are required to accompany this request and each should be made out to "Great Harbors Resident Association".
3. **Glass is not allowed in the pool area, and food is prohibited within 3 feet of the pool.**
4. Summer rates are events that operate from May 16<sup>th</sup> to September 30<sup>th</sup>. All other dates are requested at winter rates.
5. There shall be no charge to use the club house for any group which is sanctioned by the Great Harbor Board of Directors. (example, card clubs, mahjong, dominos, subcommittees of the GH BOD). The club house is not available on July 3<sup>rd</sup> and 4<sup>th</sup>.
6. If music is provided, the member must minimize the area impacted by sound. A Falmouth ordinance prohibits noise after 11:00 pm and prohibits noise extending more than 150 feet beyond the source. The premises must be vacated by 12:00 AM.
7. Any functions including persons under 21 years of age which includes alcohol must be chaperoned by adults with a ratio of 1 adult to every 10 persons under 21.
8. Members are responsible for their guests at all times. Members are to insure that guests learn and follow club rules & regulations and are responsible for actions of their guests.
9. The clubhouse facility and grounds is non-smoking, including e-cigarettes.
10. The host member agrees to take all personal items with them, turn off electronics, lights and return all club items to proper storage. Temporary storage or leaving items behind in kitchen, pantry, refrigerator, storage locations is not permitted.
11. A \$ 30.00 charge will be accessed on all returned checks.
12. Any caterer / vendor participating in an event at the club house must provide the Great Harbors Board of Directors a copy of their liability insurance naming Great Harbors as an additional insured.
13. **The member requesting private usage of the facilities must be in attendance for the duration of the event and shall be responsible for all these provisions and any other posted Great Harbors policies, any Town of Falmouth requirements, leaving the premises clean, orderly and secure, and removal of all trash.** The Facilities Manager for Great Harbors shall inspect the condition of the premises before and after use and may assess the member additional fees (with board approval) to return the facilities to their pre-event condition. The member shall be responsible for these fees as well as the cost of all repairs or for any damage to the premises caused by him or her, or those in attendance.

*initials*

I hereby recognize and agree to comply with the provisions outlined above and hold the Association harmless for any damage or any injury incurred from use of the facility. I understand that approval to use this facility is at the discretion of the Great Harbors Resident Association Board of Directors.

*initials*

I am a member of the Association in good standing. I understand that as per GHRA Bylaws, facility usage is intended for members and their guests. I also understand that scheduled Association activities will take precedence over any requested private use by a member.

Signed: \_\_\_\_\_

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

---

**OFFICE USE ONLY**

Approved: \_\_\_\_\_

Facility Request Received:

\_\_\_\_\_   
Amount

\_\_\_\_\_   
Date

Security Deposit Received:

\_\_\_\_\_   
Amount

\_\_\_\_\_   
Date