

Barre Sportsman's Club

*** HALL RENTAL ***

NOTE: This Form is to be filled in TRIPlicate (carbon paper is available)
1 copy to the Treasurer ... 1 copy to the Secretary ... 1 copy to the Requestor



Date of Function: _____ Today's date: _____
Requestor (Please print name): _____
Signature of Requestor: _____
Type / Purpose of Function: _____

FEE SCHEDULE

(CHECK ALL THAT APPLY)

Kitchen Needed: NO YES Less than 50 persons: \$ 50 .. \$ _____
 More than 50 persons: \$ 100 ... \$ _____
Bar Needed: NO YES (Requestor must contact Bar Manager) Bar Fee.. \$ 75
Security Deposit \$ 100

TOTAL (Attendance fee + Bar fee + Security Deposit) \$ _____
Make check payable to: Barre Sportsman's Club (Check # _____)

IMPORTANT INFORMATION (please read carefully):

- #1. Club members will vote at a regular meeting to approve or disapprove a hall rental.
- #2. Once approved, this request must be signed & dated by a Club officer.
- #3. Police or security (if required) will be the responsibility of the Requestor.
- #4. CROWD CONTROL CERTIFICATION
 - The BSC Clubhouse meeting room has an **Occupancy Load of 150 persons**.
 - MA laws require that if a facility has an Occupancy Load of 100-250 persons, one (1) CROWD CONTROL Manager is required. For a private function, held in our Clubhouse, the sponsor will have to get Crowd Control Certification, and provide evidence of this Certificate prior to the event to comply with MA laws.
 - For Certification visit: <http://public.eopsselearning.com> & complete the training.
 - Once you have printed your Certificate, give a copy to the Club Secretary for filing.
 - **THE CROWD CONTROL MANAGER MUST BE IN ATTENDANCE AT THE FUNCTION.**
- #5. The Requestor will be responsible for assuring that the club is restored to its original condition or better. After inspection by one or more members of the BOD, the deposit will be refunded to the above named Requestor. *The person renting the Club must attend the entire event for which the Club was reserved.*

Authorized By: _____ Date: _____