



COPPER COVE ASSOCIATION

Black Creek Hall Reservation Request

Member name: _____ Lot #: _____

Address: _____ Phone: _____

Purpose for hall rental: _____ # of guests: _____

Date of hall rental: _____

Hold gate times: _____ **to** _____ **Hold door times:** _____ **to** _____

Alcohol to be consumed: _____ (please initial if yes)

Alcohol to be sold: _____ (please initial if yes)

Proof of ABC license and insurance to be provided at least one business day before event

Use of **propane**/kitchen: _____ (\$25 fee/initial if yes)

I have received & read a copy of the cleaning checklist _____ ***(initial)***

I have received a copy of the Reservation Policy 005 _____ ***(sign)***

Office Use Only

Total amount due: \$ _____

Payment date: _____ Check # _____

Deposit date: _____ Check # _____

Gate scheduled: _____ *to* _____

Front door scheduled: _____ *to* _____

Alarms scheduled: _____

Access card #'s: _____ and _____



Policy 005

Black Creek Hall Reservation Conditions

Maximum Capacity: 299

Hours Available: 5:00 AM to **11:00** PM upon request

Hall Rental Fee (*effective 1/1/2018*): \$50 per day

Kitchen Use Fee (*effective 1/1/2012*): \$25 per day

Fees are nonrefundable.

Cleaning & Damage Deposit: \$200

Alcohol Use Deposit: \$300

Deposits will be held for 30 days after the event.

1. Reservations are to be made through the Copper Cove Association office and the requested date is not considered reserved until the payment has been received. ***Policy requires Black Creek Hall request be signed by member.***
2. There is to be one check for the use fees and a second check for deposit.
3. Use of the facility requires that the member is in "good standing".
4. A mandatory walkthrough of the facility will be scheduled the Friday before the rental between 10:00 AM and 4:00 PM. During the walkthrough there will be two access cards issued for weekend use. These cards must be returned within one week of the rental or a **\$25** charge will be applied to the deposit for each card that is not returned. Members' cards do not work on the front door during the weekend.
5. The gate to Black Creek Park is closed on the weekends. If you would like the gate to be "held open" during your event, please make your request on the Reservation Request form. The reserving member will be held accountable for any damage or theft in the building during the hours requested to be open even if they are not physically at the facility.
6. Attempting to open the Office or Conference Room will trigger the alarm and the deposit will be forfeited.
7. The alarm activates at 9:00 PM unless an extension is requested on the Reservation Request form.
8. All facilities shall be left clean and in orderly condition.
9. A charge of \$50 per hour will be applied to the deposit for cleaning or repairs of any damage plus the cost of materials.
10. Members must be present at the facility while guests are in attendance.
11. No overnight sleeping or camping is allowed on Association property.
12. Excessive noise is not permitted past 10:00 PM.
- 13. In case of Emergency, contact Manager at (209) 875-8348.**
- 14. The Association reserves the right to cancel a function at any time for not following these conditions**



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Black Creek Hall Reservation Conditions Cleaning Check List

The cleaning includes but is not limited to:

Kitchen

- Microwave
- Sinks
- Countertops
- Oven/stove
 - Stovetop drip tray
 - Flat top grease trap
 - Bottom of ovens
 - Shelf and backsplash
 - Under the entire unit
- Refrigerators
- Vacuum rug
- Sweep and mop floor – **DO NOT empty dirty mop water into the kitchen sinks.**
- Cabinet faces and walls
- Empty trash and replace liners

Restrooms

- Wipe down all fixtures (sinks, toilets, urinal, dispensers)
- Walls near urinal
- Sweep and mop floors
- Empty trash and replace liners

Main Hall

- Wipe down tables and chairs then stack neatly on racks (remove any tape for table covers)
- Vacuum all rugs and stage
- Empty trash and recycling can then replace liners
- Remove all decorations (if you put any up) **and/or any adhesive.**
- Water fountain
- Sweep and mop all floors (main floor, entry tile floor, office near water fountain and hallway for restrooms)

Exterior

- Any trash, food debris or cigarette butts around front door and adjacent parking area
- Empty any trash can that was used outdoors and replace liners
- If cooking outside, make sure to clean surrounding area
- Do not place loose trash in dumpsters. Only bagged trash or recyclables. Large dumpster is for all trash and smaller dumpster is only for recyclables, accepted items are listed on front of dumpster.