

Colington Harbour Yacht and Racquet Club, INC.

P.O. Box 2196

Kill Devil Hills, NC 27948-2196

APPLICATION FOR NON-MEMBER'S USE OF CLUBHOUSE

Applicant's Name _____ Today's Date _____

Address _____ Phone _____

Email Address _____

Date of Function _____ Number of Guests _____

Type of Function _____ Hours of use _____

Will there be a caterer? _____ Will alcohol be served? _____

*****A refundable security deposit of half the rental fee is due in cash at the time of your application submission along with half of the rental fee.**

*****All fees must be paid before the keys are given to the clients.**

Rental Fees

Entire Facility \$1000.00

All rental prices include the cleaning fees.

Effective July 2008, event insurance is required for rentals. A certificate of insurance from WedSafe, or an acceptable alternative for the same amount of coverage, must be presented with the application.

Also, Half of the rental and cleaning fees, as well as the refundable deposit, are due at the time the reservation is made. The balance of the payment will be due 15 days prior to the event. If the application is withdrawn within 7 days of the event, half of the monies paid will be forfeited.

Renters are responsible for any damage that occurs during their rental event. Upon notification of damages, payment in the specified amount will be due within three business days.

*******There will be a \$25.00 charge on all returned checks*******

Application Approved _____ Date _____

Application Disapproved _____ Date _____

Reason _____

Authorized Club Signature _____

Office Use Only

Fee Received \$ _____ Date _____ Check # _____
(Half of rental fees plus deposit)

Fee Received \$ _____ Date _____ Check # _____
(Remainder of rental fees)

Deposit returned _____ Date _____