



**Terre Haute German Oberlander Club, Inc.
1616 Lafayette Ave, Terre Haute, IN 47805**

— Application for Club Rental —

Instructions: Complete this application in ink and submit it at least 2 weeks prior to the proposed date of your event. The application can be: 1) mailed: **Terre Haute German Oberlander Club, PO Box 5214, Terre Haute, IN 47805**; 2) **given to any board member**; or 3) printed and then **emailed to Spring1976@msn.com**. The board will act on the application at its meeting following receipt.

Renter Name(s):

Address: (Street, City, State & Zip):

Home Phone:

Cell Phone:

E-mail Address:

Are you currently a member in good standing of the Club? Yes No

Proposed Date of Event:

Proposed Start Time:

Proposed End Time:

Estimated Number of Attendees:

Adults:

Children:

Type of Event: Anniversary Party Birthday Party Business Meeting Dinner Graduation Party Holiday Party
 Reception Other: (Specify): _____

Do you plan to serve alcoholic beverages? Yes No If so, the following basic rules and any applicable statutes of the State of Indiana apply:

- Alcoholic beverages (beer, wine, liquor, etc.) must be purchased from the Club and served by a licensed bartender(s) acceptable to the board of directors.
- Alcoholic beverages cannot be carried out or consumed outside the building (i.e., in the parking lot, pavilion etc.).
- Persons under 21-years of age cannot purchase and/or consume alcoholic beverages or enter the bar area.

General Rules Regarding Rental of Club Facilities:

Conduct: Absolutely no drug use of any kind will be tolerated on Club property and no smoking is permitted inside or within 8 feet of an entrance to Club facilities. Disparaging remarks, lewd behavior or any type of physical violence will not be tolerated and will result in immediate ejection from the property. Children must be always be accompanied by an adult.

Site Decoration: We want to help make your event at the Club a special experience. However, no nails, screws, staples or penetrating items are to be used to affix decorations to walls, floors or tables. Only low tack tape should be used to affix decorations. Glitter or foil (non-paper) is not allowed on site. You must remove and appropriately dispose of all decorations at the end of your event.

Cleaning and Trash Removal: Reasonable efforts will be made to make sure the Club is in clean condition prior to your event. Unless other arrangements are made in advance, you are required to return the space to the same clean condition in which you found it within two (2) hours of the end of your event. **Refer to the detailed cleaning procedures and checklist on the second page side of this form.**

Additional Requirements: The board of directors may specify additional rules and requirements based on the type of event you are having and your needs (i.e., linen table clothes, sound system, etc.), after approval of this application.

Indemnification: The above named renter(s) indemnify and hold harmless the Terre Haute German Oberlander Club, Inc. and Oberlander, Inc., its officials, members, employees and volunteers, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the use of the Club owned facilities, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or destruction of property caused by the tortuous or negligent act or omission of the above name renter(s), its employees, agents, volunteers or subcontractors.

Signature of Renter(s):

Date:

Record of Board Action Regarding this Application

Approved Disapproved

Rental Fee:

Signature of Authorized Board Member:

Date:

Cleaning Instructions, Checklist & Inspection Record

Most cleaning supplies, trash bags, etc., are stored in the cabinets under the kitchen sink.

- Collect all trash (kitchen, bathrooms, etc.,) and dispose of it in the dumpster located in the parking lot. Put new garbage bags in all trash cans.
- Return any furniture (tables, chairs, etc.,) that have been moved to their original location.
- Remove all decorations and properly dispose of them.
- Clean-up any food and/or drink spills including removal of spots on the carpet.
- Vacuum and sweep the floors. The vacuum, broom, and dust mop are in the closet in the Men's Bathroom.

If you used the kitchen:

- Properly dispose of any leftover food – DO NOT LEAVE IT.
- Wash, dry and put away any cooking utensils, pots, pans, etc., you've used.
- Clean all counter tops, prep tables, the stove, microwave, roasters, etc.
- Clean the kitchen sinks and if you've used the garbage disposal installed in the first sink on the right, make sure to run the disposal before you leave (switch on the right above the middle sink.).
- If you've used the Club's dish towels, place the dirty dish towels in a plastic grocery bag and leave the bag on the counter by the sink.
- Sweep and mop the kitchen floor, and make sure to empty the mop bucket outside when you're done, and then return it to the kitchen.
- Make sure the exhaust fan, ovens and burners on the stove are all turned off.
- Make sure the walk-in refrigerator and freezer doors are both closed.
- Set the thermostats at 65 degrees (winter) or 75 degrees (summer).
- Turn OFF all inside lights and lock all doors and windows.

If you encounter any maintenance problems during your rental, please let us know when you turn in the key to the Club.

Thank you!

I/we certify we completed the applicable actions listed in above and returned the facility to at least the same condition we found it in prior to our rental.

Concur Non-concur

Signature of Renter

Signature of Club Representative