

Old Colony Beach Club Association Special Events Venue Reservation Request



Complete this form to reserve a space at the Old Colony Beach Club Association for your event. The completed form must be forwarded to the OCBCA Board of Governors for approval and confirmation.

- Private Event Public Event

Venue Requested:

- Volleyball Court / Movie viewing area
 Other: _____

Applicant Contact Information (PRINT):

First Name: _____ Last: _____

(hereinafter referred to as the "Applicant")

Beach Address:	
Permanent Address:	
City, State:	
Phone Number:	
Email Address :	

Event Information

Date of Event :	
Event Name :	
Event Information:	
Anticipated Attendance:	
Start Time of Event (include set up time):	
End Time of Event (include clean up time):	
Does this event involve an outside organization, group or persons? :	
Type of activities:	<input type="checkbox"/> Food/Catering <input type="checkbox"/> Guest speakers <input type="checkbox"/> Entertainment
Type of entertainment:	<input type="checkbox"/> DJ <input type="checkbox"/> Live solo performer <input type="checkbox"/> Band /Group

**Old Colony Beach Club Association
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INDEMNIFICATION, DEFENSE, and HOLD HARMLESS AGREEMENT

The Applicant identified above, on behalf of him/her/itself, and his/her/its director(s), owner(s), member(s), agent(s), apparent agent(s), servant(s), employee(s), subcontractor(s), successor(s), and assignee(s), in return for good and valuable consideration including but not limited to the approval, permission, and license to use the venue as requested above, expressly agrees to hold harmless and indemnify the OCBCA, its Board of Governors, each governor, director, agent, servant, and/or employee, from ANY AND ALL LIABILITIES, CLAIMS, DEMANDS, OR CAUSES OF ACTION whatsoever, including, but not limited to, any and all claims for PASSIVE AND ACTIVE NEGLIGENCE for bodily injury or death, arising from the use of the venue for the identified event, including but not limited to any occurrence during setup, the time of the event itself, and cleanup. The Applicant expressly agrees that he/she/it shall have a duty to defend any and all such liabilities, claims, demands, or causes of action, including, where applicable, the payment of all attorneys' fees.

Signature of Applicant: _____ Date: _____

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OCBCA Special Events Policy

Purpose/Scope:

This policy is being put in place to provide guidance to Board of Governor (herein after referred to as the Board) members when reviewing/providing events on Association property.

Definitions:

Association sponsored events – Events that are sponsored by the Association, on Association property or other property identified in the event. Association events are for the benefit of Association members and guests of the Association.

Association property – Property that is a public area within the Association property lines owned by the Association. This could be streets, beach area or open lots, etc.

Public Event – A public event is an event that is open to all members of the Association and their invited guests.

Private Event – This is a requested event that is conducted on Association property but is an event with a list of guest invited by a private member of the Association.

Policy:

Association public events – All events that will benefit the Association members that are held on Association property or private property within the Association and are open to everyone are considered public events. Events will be posted on the website calendar and during the summer months on the beach bulletin boards. Board members will discuss Association events at a regular monthly board meeting and will post the event as soon as possible so members are aware of the event.

Association public events can be events planned by the Board or by a private member that is opening the event to all Association members. Any private Association member wishing to have an Association public event must submit the event in writing to the Board of Governors for approval.

Included in the request will be the date, time, location, a brief description of the event and the number of participants. All public events must have the approval of the Board before the event.

Private event on Association property – Any member of the Association may request to have a private event on Association property. This event request must be placed in writing to the Board of Governors and discussed at a monthly Board meeting or special meeting. The request should include the name of the Association member, date, time, location, a brief description of the event and the number of participants. The Board of Governors should take into consideration the impact that the event will have on the Beach Association in general and if there will be any distractions or issues with the normal beach operation or the flow of traffic within the Association. All requested private events must have the approval of the Board before the event can be held.

Private event on Association property or private property within the Association– Members of the Association must adhere to all of the rules and regulations on the Association, all Town ordinances and State laws when having an event on Association property or private property within the Association.

Policy Revised by OCBCA Board of Governors on August 27, 2016