

MBBC Party Request Package

Instructions for Requesting a Party a MBBC

1. Read attached MBBC Rules and Regulation Sections (R&R) for party requirements
2. Complete, print and sign form below requesting party under the MBBC R&R
3. Submit form to House Chair (Fax or scan/email is acceptable)
4. If your party is approved, comply with the R&R and conditions specified by the House Chair (if any)
5. Form is for use by Members only

Date Requested: _____ Start time: _____ End time: _____

Area of Club requested for party: _____

Requesting member (sponsor): _____

Purpose of Party: _____ Alcoholic Beverages: Y / N

Number of Adult Members: _____ Number of adult guests _____

Number of Junior Members: _____ Ages: _____

Number of junior guests: _____ Ages: _____

Participating Adult Members: 1. _____ 2. _____

3. _____ 4. _____ 5. _____

6. _____ 7. _____ 8. _____

Special Requests: _____

Sponsor signature: _____ Date _____

HOUSE CHAIR/BOARD USE: date received: _____ copy to sponsor _____

Party is Approved with conditions below **Party is NOT Approved**

Conditions:

1. A release form is required to be signed by all guest and parent of junior guests and submitted to House Chair at least one week prior to party
2. Guest fees will be charged to sponsor's account
3. One or more certified lifeguards required for pool parties that include children under the age of 18. House Chair has list of Lifeguards available.

Other requirements: _____

House Chair: _____ Date posted to calendar: _____

PARTY RELATED SECTIONS OF THE MBBC RULES & REGULATIONS Adopted April 30, 2010

SECTION VI – PARTIES

Use of the lounge, pool, playground and BBQ areas are for the exclusive enjoyment of Manhattan Beach Badminton Club (“MBBC”) members. Members may reserve the facility for private parties or get-togethers for or with guests for a purpose other than visiting the Club or playing badminton. Below are the terms and conditions:

1. All reservations must be made with the House Chair and are subject to the rules and conditions described below. Requests must be in writing, with reasonable notice (a minimum ten days), giving details as to date, number in party and purpose. The requesting member is the Sponsor unless indicated otherwise.
 - a. Contact the House Chair in case of uncertainty about what is considered a Party.
 - b. The Board reserves the right to approve at their sole discretion any party or event based upon the submitted criteria.
2. Size of party: Any parties of less than 10 people will be managed by the House Chair for scheduling conflicts. Private parties from 10-20 people require approval of the House Chair. Private parties over 20 people require approval of the Board. If in doubt, contact the House Chair.
3. One third of the invitation list for private parties must be members. On Junior parties, at least one sixth must be adult members, one sixth junior members.
4. Access to Facilities: Members engaging in normal activities have priority at all times. Private parties must insure regular members access to the pool, spa and BBQ areas.
5. There will be no private parties on Fridays, weekends or holidays starting Memorial Day weekend through Labor Day weekend of each year.
6. Due to high demand graduation parties are not allowed.
7. The Sponsor shall be responsible and accountable for the following:
 - a. Sponsors need to verify with the House Chair the status of their reservation. Approval and reservation for a Party is not official until recorded on the MBBC calendar maintained by the House Chair.
 - b. Guest Release and Waiver of Liability: All guests must sign a release and waiver of liability. The House Chair must receive the signed releases after the party has been approved but prior to the date of the party or arrival at the Club. Failure to provide such releases will result in restrictions on future reservations.
 - c. The member sponsor is responsible in keeping members and guests within the area where is party is requested and approved. Any member or guest found in an area other than where the party is held will be asked to leave. This can result in the member sponsor having future party requests denied by the Board.
 - d. The member sponsor will be held responsible for cleaning the facilities as well as assume financial liability for any breakage or loss incurred by anyone in their group including family or invited guests.
 - e. Guest Fees will be charged to the Sponsor’s account unless specifically waived by the Board.
 - f. Use of a lifeguard: One or more certified lifeguards may be required for pool parties that include children under the age of 18 unless specifically waived by the House Chair or Board. The lifeguard’s name and type of certification must be provided to the House Chair at the

- time of the party request. Decisions to waive the lifeguard may be based on factors such as age of guests, number of participants, time of day and nature of the party.
8. Any Sponsor misrepresenting the purpose of a party or having an unauthorized private party will be subject to fines, suspension or expulsion from the Club.
 9. Any Member having an unauthorized private party will be subject to fines, suspension or expulsion from the Club.

SECTION VII - OTHER RULES, MEMBER SANCTIONS AND DISCIPLINE

3. The MBBC Board of Directors may act to sanction or discipline a Member or any other person who has been on the premises for violations of these rules.
 - a. The Board may require the member to appear in person before finalizing such sanction or discipline. This action by the Board is not a prerequisite to sanction or discipline.
 - b. The Board may fine Members for the violations in the specified amounts in the next section. The Board reserves the right to fine more or less than that specified.
 - c. The Board may suspend or expel a member for violation of rules.
 - d. Members are subject to sanctions and fines if violations occur. The Board at its discretion may issue a warning, impose a sanction or fine for any violation brought to it's attention.
4. FINES: The following guidelines for fines will be used by the Board in its actions for violations of these rules: Fines are in addition to any costs incurred by the Club that will be the responsibility of the member.
 - a. \$25 fine for minor violations such as a child under 10 in the spa, foreign objects in the pool, unsupervised children in the lounge, improper attire or footwear on Badminton Courts.
 - b. \$100 fine for infractions involving each guest in the pool or spa or playing Badminton without a properly signed waiver of liability that is part of the Guest sign in procedure.
 - c. \$100 fine for failure to clean facility or failure to remove all trash to dumpster after a member is done using the facility.
 - d. \$100 fine for failure to provide a lifeguard.
 - e. \$250 fine for any planned event conducted without appropriate approval.
 - f. \$250 fine for any approved party that has been significantly misrepresented.

EVERY MEMBER IS RESPONSIBLE FOR KNOWING, ABIDING BY AND ENFORCING THESE RULES