

**LUDLOW MAINTENANCE COMMISSION**  
**121 Marina View Dr.**  
**PO Box 65060**  
**Port Ludlow, WA 98365**

**BEACH CLUB/BRIDGE DECK RENTAL & FEE POLICY**  
**Approved January 14, 2006**  
**Amended March 24, 2011**

**LMC Member Groups and LMC-Sponsored Groups:**

The Beach Club and the Bridge Deck are private facilities owned and operated by the Ludlow Maintenance Commission (LMC) and are for the benefit of its members. An LMC Member Group is defined as a group open and exclusive to all LMC members i.e., homeowner potluck. An LMC Sponsored Group i.e., LMC standing committees, condo associations and North Bay Lot Owners Association is defined as a group that is organized under the sponsorship and direction of the LMC and whose membership consists solely of LMC members.

**Member Usage - No Fee:**

LMC member groups and LMC sponsored groups will not be charged to use LMC facilities for meetings and/or functions attended exclusively by LMC members and their houseguests.

**Member Rental:**

Meetings/functions that are not open and exclusive to all LMC members and their houseguests will be subject to a Meeting Room Rental Rate. See Schedule A. A member's immediate family i.e., children, parents and grand children, will be eligible to receive member rental rates provided the LMC member signs the rental agreement, assumes responsibility for payment of all rents and fees, and is in attendance at the meeting/function. Groups and organizations are not eligible for member rental rates.

**Non-Member Rental:**

All non-members will be charged \$1 per person per meeting/function unless a room rental rate has been charged. Each group using the facilities will be asked to provide participant data by completing a Group/Function Form available at the front desk. Meetings/Functions that are professional or political in nature will be charged the Meeting Room Rental Rates on Schedule A regardless of the member/non-member participants.

**Beach Club/Bay Club Reciprocal Meetings/Functions:**

Groups that alternate their meetings/functions between the Beach Club (LMC) and the Bay Club (SBCA) are considered to have a reciprocal arrangement. These reciprocal groups will not be charged a fee.

**Ticketed Events:**

A \$1 per person ticket fee will be charged organizers of ticketed events. Member potluck events are excluded.

**Contract Rental:**

The LMC General Manager will have the discretion to enter into a contract agreement with organizations using Club facilities on a regular basis i.e., Port Ludlow Drainage District.

**Charitable and/or Political:**

In accordance with Article III Section 8 (i) of the LMC Bylaws, charitable or political groups will be charged a non-member rental room rate.

**Civic and/or Public Services Use:**

Events: At the discretion of the LMC General Manager, Club facilities may be made available to local community service organizations or government entities for meetings, public hearings or similar functions. Fund-raising events, if permitted, shall be charged the full rental rates.

**Instructor Led Classes:**

LMC authorized instructors who charge for their classes will pay, per class, \$1 for each LMC participant and \$2 for each non-member participant (see also Paid Instructor Policy). Each instructor will be required to provide participant data by completing an Instructor Form and will be responsible for payment to LMC. The General Manager has the discretion to waive the participant fee if he/she feels the program offered is beneficial to the membership i.e., CPR/First Aid classes.

**Rental Rates:**

Meeting Room Rental Rates shall be established by the LMC Operations Committee and approved by the Board of Trustees.

LMC members or non members reserving the Bay View Room for meetings/functions that are (1) open to the general public and/or (2) serve food and/or alcoholic beverages will be charged a room rental rate and will not be charged a \$1 per person non-member fee. Member potluck events are excluded. See attached Schedule A.

**Deposits:**

Reservation Deposit:

A reservation deposit in the amount equal to 50% of the rental fee is required for all private Bay View Room rentals, payable when the Rental Agreement is signed unless waived at the discretion of the General Manager. The reservation deposit will be applied to the room rental. The remaining balance will be payable to LMC no later than fifteen (15) days prior to the date of the scheduled meeting/function. If the reservation is cancelled thirty (30) days or more prior to the event, the reservation deposit will be fully refunded. However, if the cancellation occurs less than thirty (30) days prior to the event, the reservation deposit is non-refundable.

**Security Deposit:**

Meetings/Functions that are subject to Meeting Room Rental Rates and are serving food and/or alcoholic beverages in the Bay View Room will be charged a security deposit unless waived at the discretion of the General Manager. Security deposits must be received by LMC no later than fifteen (15) days prior to the meeting/function. Security deposits are as follows:

LMC member	\$200.00
Non-member	\$400.00

In the event renter defaults or breeches any of the terms and conditions set fourth in the LMC Rental Agreement, the LMC General Manager may use, apply or retain the security deposit. The security deposit will be fully refunded, without interest, if the renter complies with all of the terms, provisions, and conditions of the Rental Agreement.

**Reservations:**

All room rentals will be on first-come, first-served basis and may be made up to 12 months in advance. No differentiation will be made between Member, Non-Member or Contract rentals.

**Implementation**

The LMC General Manager is responsible for implementing these policies, as directed by the LMC Board of Trustees and the LMC Operations Committee.

**Ludlow Maintenance Commission, Inc.**  
**121 Marina View Dr.**  
**PO Box 65060**  
**Port Ludlow, WA 98365**  
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**Meeting Room Rental Rates**  
**Schedule A**  
**Approved January 14, 2006**  
**Amended March 24, 2011**

	Member	Non- <u>Member</u>
<b>Bay View Room: (includes use of the kitchen)</b>		
Weddings & Wedding Receptions	\$300	\$500
Full Day (8 hrs.)	\$250	\$400
 Bay View Room - Hourly Rate	 \$35	 \$60
<b>Meeting Rooms &amp; Bridge Deck:</b>		
Full Day (8 hrs.)	\$175	\$300
Hourly Rate	\$25	\$50
<b>Kitchen Rental Only:</b>		
Hourly Rate**	\$25	\$40
<b>Overhead Digital Projector:</b>		
	\$30	\$40
<b>Lawn Area:</b>		
Lawn Area with LMC Tables and Benches	\$75	\$100
Lawn Area Only	\$50	\$75
<b>Barbeque Area:</b>		
Flat Fee	\$25	\$40
<b>Additional Fees:</b>		
Additional Cleaning Required by Staff - Hourly Rate	\$25	\$50
Staff Fee For After-Hours Use - Hourly Rate	\$25	\$50

\* Groups using Beach Club supplies will be billed following the meeting/function.

\*\* Daily rates available upon request.

**LMC Group/Function Form**  
**Approved January 14, 2006**

Date of Meeting/Event: \_\_\_\_\_

Meeting/Event Time: \_\_\_\_\_

Name of Group/Function: \_\_\_\_\_

Room Reserved: \_\_\_\_\_

# LMC Members Attending: \_\_\_\_\_

# Of Non-members Attending: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Non-member Fee Paid:      Yes                  No      If no - LMC will invoice the contact person listed above.

**Please turn in this form to the LMC Hostess on the day of your meeting/event.**

**LMC Instructor Form**  
**Approved January 14, 2006**  
**Amended February 17, 2007**

**Instructor Led Classes:**

LMC authorized instructors who charge for their classes will pay, per class, \$1 for each LMC participant and \$2 for each non-member participant. Each instructor will be required to provide participant data by completing an Instructor Form and will be responsible for payment to LMC. The General Manager has the discretion to waive the participant fee if he/she feels the program offered is beneficial to the membership, i.e., CPR/First Aid classes.

Date of Class: \_\_\_\_\_

Class Time: \_\_\_\_\_

Name of Class: \_\_\_\_\_

Room Reserved: \_\_\_\_\_

# of LMC Member Participants: \_\_\_\_\_

# of Non-member Participants: \_\_\_\_\_

Instructor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Instructor Fee Paid:   Yes                    No        If no - LMC will invoice the instructor listed above.

**Please turn in this form to the LMC Hostess on the day of your meeting/event.**