

Newport Harbor Lawn Bowling Club

Event Application & Guidelines

2024 NHLBC "PRIVATE EVENT" POLICY

No more than one (1) event may be scheduled at the Club at the same time.

No "private event" may be scheduled at the same time as a Club event or tournament play.

Any "Club Member Event" for "business purposes" will be considered a "Non-Member Event"

Non-Member "Private Events"

The Club does not solicit non-member private events. A non-member request to hold an event may be approved, at the discretion of the Board, providing a mutually acceptable date and time is set and the following guidelines are met.

1. The request should be submitted at least one month prior to the intended Event date.
This will give the Board time to review any conflicts with other scheduled events or scheduled maintenance and allow the Board sufficient time to approve or reject the request, prior to receiving any payments or deposits.
2. The maximum number of guests on the green is limited to **50**.
3. A Save the Date fee / Cleaning fee of \$200.00 is required and will be retained as a Security Deposit once the Event is approved and calendared.
4. The Club Event fee of \$950.00 is due no later than one week prior to the event date.
5. Responsible party must follow the Club's "Use & Terms of Agreement."

Member "Events"

Personal Event with less than 15 attendees:

1. No reservations can be made and no fees are required. Club will be open to members.
2. The Host shall verify the date does not conflict with other scheduled Club activities or events.
3. Guest usage green fees of \$5.00, will be paid for each bowler.

A "Member Private Event" is defined as an Event that all Club members are not invited

Private event having more than 15 guests, Host must:

1. Reach out to the Social Event Director to request the date be calendared.
2. Pay a security deposit (save the date) /cleaning fee \$200.00.
Check will be voided/returned after club cleaning is checked.
3. Follow the Club's "Use & Terms of Agreement."
4. The Club reservation fee of \$250.00 is due no later than one week prior to the event date.
5. Have been a member of the Club for at least 6 months and have paid at least one annual regular membership fee, prior to scheduling the event.

Terms and Conditions

Use & Terms

A confirmed reservation reserves the use of the clubhouse, patio area, BBQ's and the green closest to the clubhouse. The reservation fee is non-refundable unless the cancellation is at least 30 days prior to the Event date. If the event is cancelled due to rain on the day of the event, it may be rescheduled within 12 months of the original scheduled date at no additional cost. The front may not be available on the day of an event due to green's maintenance or other unforeseen circumstances. All food, beverages and supplies must be provided by the host. The event host is responsible for all set-up and clean-up. Clean-up includes re-setting of all furnishings, damp mopping of kitchen floors and any impacted areas, cleaning of countertops and sinks. Cleaning and putting up any used utensils and dishes. You must empty trash containers into the dumpster outside the gate. Event hosts must make necessary arrangements to assure all clean-up responsibilities are completed. Club members not attending the event may use the un-use green, locker room and restrooms. The Lawn Bowling greens may not be used for any other purposes other than Lawn Bowling. Anyone wishing to Lawn Bowl must wear soft, flat soled shoes or sandals without a protruding heel. Whether bowling or not, there is no sitting, running or playing on the greens. Children are not allowed unless bowling with an adult. Children not bowling must be supervised by an adult, at all times. No smoking, loud music or pets are allowed on the premises during an event. Any host supplied sound system is to be limited to the inside of the premises. Any portable generators or auxiliary lighting equipment requires approval of the City of Newport Beach, in advance of the event. The Board of directors reserve the right to alter any of the above terms and conditions at any time.