***Clubhouse Rental Contract***

The below contract states fees associated to the room rental and the rules that follow. Once the contract is signed and ½ of rental payment received, the requested event will be officially scheduled. The signed copy will be kept with the manager and a copy given to you.

Requested Event date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested Event time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated guest total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ $150 Clubhouse rental for members

\_\_\_\_\_ $50/hour up to $250 charge for full day

\_\_\_\_\_ $350 Clubhouse rental for nonmembers

\_\_\_\_\_ $5/cloth tablecloth (includes cleaning); number requested \_\_\_\_\_

\_\_\_\_\_ $.50/cloth napkin (includes cleaning); number requested \_\_\_\_\_

\_\_\_\_\_ $150/hour for course rental (hole closed due to event)

\_\_\_\_\_ $300/day for shutting off part of parking lot or placement of tent on course

\_\_\_\_\_ Event promotion; Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Fees do not include gratuity for staff hired for event

**Clubhouse Rental Agreement**

1. Half of the Clubhouse rental rate is due when contract is signed. The 2nd ½ is due 30 days prior to the scheduled event.
2. If cancelling event it must be made prior to 30 days in advanced in writing, to receive half of rental rate back.
3. All decoration used must be taken down at end of party. No confetti or glitter may be used for parties. ($200.00 fee added if used)
4. WGCC staff will wash the table and vacuum at nights end.
5. Music is allowed but must be shut off no later than 1:00 AM
6. It is the responsibility of the party to set up and tear down any DJ, music or band equipment.
7. Any table or chair arrangements may be used. Set up and rearrangement of table and chairs is the party’s responsibility.
8. Setting up for the party is done the day of the party unless prior arrangements have been made with the manager.
9. If there is an open bar, 20% gratuity will be added to the bar tab at the end of night.
10. All alcohol must be purchased through WGCC.
11. Food is to be provided by a licensed caterer. WGCC reserves the right to refuse use of certain caterers, designers, rental companies, disc jockeys, bands, or other party/vendor supplying goods or services.
12. Approximately 2-3 weeks prior to the event, a walk-through must be held to go over details of event with a member of WGCC’s staff. The caterer and client must both be present for this walk through.
13. The caterer will be in charge of clean-up after the event and must meet WGCC’s staff satisfaction. Clean up must take place during the time rented by the client, and the client is responsible for any fees for time overage incurred by their vendors.
14. Caterer/Vendors are required to check out with the WGCC staff at the conclusion of the event. WGCC staff must confirm that all policy and procedures have been followed and the facility has been left in satisfactory condition.
15. WGCC retains no responsibility or liability for items brought onto the property, or for any items no removed at the conclusion of the event.
16. Rental companies must remove items in a timely manner, and at a time occurring during regularly scheduled business hours.
17. Bakery items may be brought in from approved outside sources.
18. All final attendance numbers must be given no later than 2 weeks prior to the party date.

I agree to the above set fees and rules of the Clubhouse Rental Agreement.

(Signature of renter) (Date )

(Signature of WGCC manager) (Date)