



<b>For Office Use Only</b>
Paid \$ _____
Date _____
Cash Check Credit

## Clubhouse Rental Contract

The below contract states fees associated to the room rental and the rules that follow. The contract needs to be returned to the manager thirty days prior to the requested party date. The signed copy will be kept with the manager and a copy will be given to you.

The below information was gathered from the conversations with the manager on: \_\_\_\_\_

**Your requested party date is:** \_\_\_\_\_

**Your requested party time is:** \_\_\_\_\_

**Your estimated total number of guests is:** \_\_\_\_\_

**This form must be signed and returned A.S.A.P with Payment of Club House Rental t**

\_\_\_\_\_ \$100 clubhouse rental rate 2 or more hours

\_\_\_\_\_ \$50 Birthday Party Rental 2 hours max

\_\_\_\_\_ Number of tablecloths rented

\_\_\_\_\_ Number of Cloth Napkins

### **Clubhouse Rental Agreement**

1. Clubhouse Rental Rate is due when contract is signed. Non refundable
2. If Canceling event must be made prior 30 days in advanced.
3. All decorations used must be taken down at the end of the party.
4. The WGCC staff will wash the tables and vacuum at nights' end.
5. No confetti may be used for parties. (\$200.00 fee added if used)
6. Music is allowed but must be shut off no later than 1:00 AM.
7. It is the responsibility of the party to set up and tear down any DJ, music or band equipment.
8. Any table or chair arrangements may be used. Set –up and rearrangement of table and chairs is the party's responsibility. WGCC will also help set up for your event, if wanted.

9. Table Cloths may be rented through WGCC. If you wish \$5.00/Cloth- this will include the cleaning of the table cloths.
10. Setting up for the party is done the day of the party unless prior arrangements have been made with the manager.
11. If a sit-down dinner and /or using our dishes and glasses there is a \$35 fee for waitstaff/dishwashers.
12. If there is an open bar, 18% gratuity will be added to the bar tab at the end of the night.
13. All alcohol must be purchased through WGCC.
14. Food may be brought in from outside source, clean up is your responsibility.
15. All final attendance numbers must be given no later than 2 weeks prior to the party date.
16. WGCC is not responsible for service or accommodations greater than a 5% increase over your guaranteed number.
17. Payment will be required the night of the event, unless other arrangements have been made.

**I agree to the above set fees and rules of the clubhouse rental agreement.**

_____ (print name)	_____ (club manager)
_____ (signature of renter)	_____ (signature of manager)
_____ (date signed)	_____ (date signed)

***We thank you for choosing the Washington Golf and Country Club to host your special function.***

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Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

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