



CONTRACT FOR CLUBHOUSE RENTAL

Applicants Name: _____

Member's Name: _____ Group/Dept.: _____

Address: _____

Phone no: _____ Cell no: _____ email: _____

Activity: _____ Event Date: _____

Time of Event- (from: _____ to: _____) No. of Attendees: _____

Access Time to Club: _____ Caterer: _____

	Half Day (up to 4 hrs)		Full Day (over 4 hrs)		Total
	(Wkday)	(Wkend)	(Wkday)	(Wkend)	
West OR East Lounge	\$150.00	\$175.00	\$200.00	\$225.00	
Entire Main Floor with Patio	\$200.00	\$250.00	\$300.00	\$350.00	
Emerald Lounge with Patio	\$200.00	\$250.00	\$300.00	\$350.00	
Entire Club	\$400.00	\$500.00	\$600.00	\$700.00	
Wedding Reception	\$1,000.00 (Flat Rate)				
Membership fee					
					Tax @ 5.3%: _____

Extras:
 Additional Linens - # of linens desired _____ @ \$5.00 ea. = _____

Additional "Set up" needed (e.g., Tables, chairs, use of oven, etc.) Yes No Set up request: _____

NOTE: PAYMENT IS DUE UPON RECEIPT OF INVOICE **Total Balance Due:** _____

- CLUB POLICY**
1. Rental period includes any set up & clean up time.
 2. Use of live musical groups or DJs, and/or grounds/patios must be approved by the manager before the event.
 3. No dancing is permitted in the East or West Lounges.
 4. Steinway Piano Use - PLEASE DO NOT MOVE THE PIANO.
 5. Kegs of beer must be approved by the manager prior to the event.
 6. Cancellation Policy: Any event cancelled will be charged a penalty fee as follows:
 - Cancellation notice 60 days in advance penalized 25% of Rental Fee.
 - Cancellation notice 30-59 days in advance penalized 50% of Rental Fee.
 - Cancellation notice less than 30 days in advance penalized 75% of Rental Fee.
 7. Club reserves the right to charge a fee when excessive cleanup is required (min. charge \$25.00) and is determined at the manager's discretion.
 8. Renting members ARE responsible for all Lock Up Procedures (enclosed with contract & posted in facility).
 9. Renting members will be fully responsible for ALL damage incurred to the Club and its contents during an event.

I will be present at the beginning, during, and at the end of this function and be responsible for the conduct of my guests. Additionally, I have read the entirety, of this contract and agree to all terms and agreements herein.

Member's Signature: _____ Date: _____

Contact Person Signature: _____ Date: _____

Club Manager Signature: _____ Date: _____

For office use only

Invoice #: _____ Today's Date: _____ Check #: _____

Date Paid: _____ Event Date: _____ Revised Form 6/08 Prices Eff. 6/09