

CATERING & TENT RENTAL AGREEMENT FORM

Please note that all rentals must be returned or found in same condition as rented within **48 hours or sooner** from the scheduled event in order to have their full Booking & Damage Deposit of **\$_250__** returned in full. The Signed Renter(s) are responsible for all items and must ensure that they are protected from any rain or damage or may be charged for full replacement value of rental item(s). By signing and giving your credit card it is agreed that you are in compliance with this agreement and authorize any charges for lost and/or damaged items not returned below. All items are to be initialed by both parties when receiving and returning any rentals.

Please note when renting the tent and tables/chairs facility all tables and chairs must be returned to their original places. Plus all tables; chairs; bar area and cooler **must be wiped down from any spillage** and **ALL garbage and food MUST be picked up, bagged and removed from the premises by yourself**. If any cleaning; moving of items or garbage has to done by Golf Course Staff then a clean up fee of \$175.00 plus tax will be charged and deducted from your damage/booking deposit. (Note: You are responsible for supplying all garbage bags and cleaning supplies for your event and clean up after).

Absolutely no pins or tape is to be placed on tent wall. Items may be hung by “s” hooks or plastic tie backs, or ribbon to avoid damage. Any items removed may be stored behind fenced area, but must be replaced back in their original spots once event is completed. Any outside decorations must be taken down and also removed from premises once completed.

Any music; dance floor; catering food and beverage; linen; extra toilets; **liquor permits** and other rentals are on your own. **Golf course and its staff are not responsible for any lost or stolen items or articles set up the day prior, during or after event.** ** All parties enter premises at their own risk and assume all responsibilities and damages to building or golf course grounds/greens.

Tent Rental unit includes: Tent facility; hydro; long banquet table and chairs; silk trees; four lattice ivy walls; and one green and one white arch with lights; 3 wooden bar stands; large floor fan; wooden podium; and one wooden bar stool and round wooden table for cake or other displays. Plus one movable metal information board/screen, and one Portable Toilet Rental next to tent. Also included is a **1-1/2 hour escort fee to take pictures in designated areas only** with staff escort for safety. **Plus one golf cart may be available for picture taking only.** All others may be rented at our going rate if available and not rented to golfers. (Note: A credit card must be supplied and carts can only be driven by persons who are 18 years old and hold a valid drivers license as per our liability and insurance policy). Thanks.

ITEMS & QUANTITY RECEIVED:	Qty	Returned	Auth By:
1. _____			
2. _____			

Page (2) Continued:

NETLEY CREEK GOLF COURSE & MALLARD CAFÉ - RENTAL & TENT AGREEMENT FORM:

ITEMS & QUANTITY RECEIVED:	QTY	REC'VD	AUTH BY:
3. _____			
4. _____			
5. _____			
6. _____			
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17. _____			
18. _____			
19. _____			
20. _____			

Event Date: _____ Picked up date: _____
Return Date: _____ Staff Auth by : _____
Agreed & Signed by: _____
Credit Card Number # _____ Expire Date: _____ Auth# _____
Ceremony Time & Place: _____ Time of Dinner: _____

Daily Tent Rental is **\$595.00** plus applicable taxes (max of 6-8 hours), with a **\$250.00 Booking/Damage Deposit that is refundable 3 days after event** once the tent, golf course premises and all rentals have been checked and accounted for. Otherwise booking/damage deposit may be denied and other charges may be applied depending on cost and damage. **All bookings deposits are non refundable prior to 6 months of event, and written notice must be given if done before.** Thank you.

Signed: X _____ X _____ Staff Auth: X _____ Dated: _____