

Special Event Bookings (Receptions)

Special Event Booking and Clubhouse Rental Agreement

Event Name: _____ Organizer: _____
Telephone (Daytime): _____ (mobile during event): _____
Contact Address: Street _____ City _____ Zip _____
Event Date: _____ Start Time: _____ Ending Time: _____
Number of Guests: _____
Date Booking Fee Paid: _____ Other Paid: _____ Cash / Check #: _____

Fee Structure:

Non-Refundable Booking Deposit: \$100
Credit Card information required for security guarantee.
A. Evening Blocks Sunday-Thursday (2pm-10pm): \$800
B. Evening Blocks Friday-Saturday (2pm-10pm): \$1100

Agreements:

1. Event reservations are on a first come first serve basis. Your Reservation is not confirmed until the entire booking fee is received.
2. The booking fee is non-refundable. If a booking is cancelled there will be no reimbursement.
3. Rental payment is due no later than the day of the event. A receipt will be produced the following day with any property damages charged to your designated credit card.
4. Events must be cleaned up and the building vacated by 10 p.m.
5. Groups are responsible for their own set-up and preparations. Set-up time will be granted to the event organizer according to need. Guests are not arrive at the clubhouse until 2 p.m.
6. Event organizer will assume liability for any damages done to the building, furniture, carpet, equipment, etc. and will leave the facility in satisfactory conditions.
7. Credit card information must be included in this application to cover all damages incurred beyond normal wear. Repair costs will be charged on the credit card.
8. Smoking is not allowed inside of the building. Including candles or open flame of any sort. Smoke damage is costly and organizer will be responsible for repair costs.
9. Upon departure, the clubhouse is to be left clean and tidy, in the condition it was found. Garbage sacks are not allowed across the carpeted areas.
10. This rental agreement contract must be completed and signed for the final reservation to be in effect.
11. Events must comply with state laws and comply with course rules and regulations.
12. Groups may not charge an admission fee, sell tickets, or solicit donations at the facility without written permission.
13. The kitchen can only be used by licensed caterers with written permission from management.

I ACKNOWLEDGE AND UNDERSTAND THE TERMS OF THIS AGREEMENT:

Signature: _____ Date: _____
Event Organizer

Credit Card Information (to be filled out by Remuda Associate. Please Print legibly.)

Name on Card _____ Number _____ EXP: _____

Card Holder Address: Street _____ City _____ Zip: _____

Remuda Associate Name: _____