

# Ayden Golf & Country Club

4343 Ayden Golf Club Road, Ayden, NC 28513  
Phone (252) 746-3389

## Rental Policy

Reservation date requested: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Name of person renting facility: Last \_\_\_\_\_ First \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Time Event Starts: \_\_\_\_\_ Completion Time: \_\_\_\_\_ (Up to Midnight)

**The facility renter must purchase a Limited Special Occasion Permit from the State of North Carolina if any alcohol is on site. \$50 fee \_\_\_\_\_**

## Facility Rental Pricing

### Small Private Events:

Bar (includes bar tables and chairs only) \$200 \_\_\_\_\_

### Capacity up to 100 persons:

Ballroom, Kitchen, Tables/Chairs \$600 \_\_\_\_\_

### Capacity of 100-200 people:

Ballroom, Kitchen, Members Area Bathrooms, Tables/Chairs \$800 \_\_\_\_\_

### Capacity up to 250 persons:

Ballroom, Kitchen, Bar, Members' Areas, and Tables/Chairs \$1000 \_\_\_\_\_

*\*Capacity or alcohol violations will result in deposit ineligibility\**

***DUE TO COIVD-19, all events must add Sanitation Fee of \$140.00***  
*(Renters have the option to contract out their own Sanitation Company- Must be approved by AGCC)*

**Account Balance \$ \_\_\_\_\_ + \$ 500 Deposit = Total Account Balance \$ \_\_\_\_\_**

Deposit of \$500 (refunded after final inspection via check to address provided) required to secure date.

Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

Received by: \_\_\_\_\_  
Agent of Ayden Golf & Country Club

Date paid : \_\_\_\_/\_\_\_\_/\_\_\_\_

## Rules & Regulations

- If event is cancelled 90 days prior to event, all monies shall be returned, if cancelled less than 90 days prior to event, all monies will be forfeited.
- Person renting facility is responsible for all property damage or missing items.
- Ballroom is a smoke-free environment, no glitter or tape can be used on floors/walls.
- Excess parking lot debris is cause to withhold deposit
- An adult must accompany all children under the age of 12.
- Person renting the facility will be responsible for the safety and well-being of all in their party.
- If alcohol beverages are present, person renting will assume all liability.
- Renter will be responsible for locking and securing the building after clubhouse is closed.
- Heating & Air Conditioning thermostats shall be set @ 75 degrees prior to leaving the facility.
- All rented facilities must be cleaned prior to leaving the property. Failure to do so will forfeit the deposit.
- Renter is responsible for clearing all tables used, returning them to the storable position with chairs stacked against the wall and floor swept and mopped. (Brooms and mop provided.)
- **AGCC will remove trash from facility.**

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of person assuming responsibility for rental of facilities.

### Items Reviewed Prior to Event Date

- Emergency Fire, Rescue, & Law Enforcement Dial 911
- Restroom Facilities.
- Parking Areas.
- Emergency doors & exits.
- Operation of doors, door locks.
- Operation of heating and air conditioning system controls.
- Location of lighting and ceiling fan switches.
- Trash Collection containers and storage.
- Kitchen Facilities:
  - Ice machine location.
  - Refrigeration facilities.
  - Clean-up responsibilities.
- **Emergency contact person for Ayden Golf & Country Club:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ (After Operational Hours)

\_\_\_\_\_ explained to

Agent of Ayden Golf & Country Club

\_\_\_\_\_ all the above items.

Person responsible for facility

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Facility Inspection (AGCC OFFICE ONLY)

- |  |     |    |
|--|-----|----|
| ▪ Building secure, Doors Locked.                                       | Yes | No |
| ▪ Thermostats set at designated temperature.                           | Yes | No |
| ▪ No visible damage to building/tables/chairs or missing equipment.    | Yes | No |
| ▪ All rented facilities clean, all items returned to desired position. | Yes | No |

Inspected by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Agent of Ayden Golf & Country Club

Refund Deposit: Yes No Description (if applicable): \_\_\_\_\_