

Ayden Golf & Country Club

4343 Ayden Golf Club Road, Ayden, NC 28513
Phone (252) 746-3389 - events@aydengolf.com

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: _____ (6 Hours -Up to Midnight)
6 hour event time does NOT include set up/clean up

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 Fee 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 _____

****For day before setup/rehearsals, ballroom can be rented for 50% of rental fee**** \$ _____

DUE TO COIVD-19, all events must add Sanitation Fee of \$140.00
(Sanitation crew will come in before open of business and sanitize all rented areas)

Account Balance \$ _____ + \$ 500 Deposit = Total Account Balance \$ _____

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

Received by: _____

Date paid : ____ / ____ / ____

Additional Renting Options

White Resin Chairs

Set of 10 Chairs

\$30.00_____



Red Carpet

25 ft. long

\$50.00_____



60' Round Tables (GRS)

Sets of 5

\$50.00_____



Cocktail Tables (OED)

Sets of 5 *42''

\$50.00_____



White Fine China (GRS)

Sets of 25

\$20.00_____



Wine Glasses (10oz) (GRS)

Sets of 25

\$20.00_____



Fine White China Plates (GRS)

Sets of 25

\$25.00_____



Polyester Linens

Sets of 10 (Any length/ shape)

\$200.00_____



Spandex Cocktail Table Covers (OED)

Sets of 5

\$25.00_____



Sound System

Ipod and CD hookups

\$120.00_____



Grecian Gallic Arch

Wrought Iron (Picture does not match)

\$175.00_____



Rules & Regulations

- If an event is cancelled 90 days prior to the event, all monies shall be returned, if cancelled less than 90 days prior to the event, all monies will be forfeited.
- Person renting a facility is responsible for all property damage or missing items.
- Capacity or alcohol violations will result in deposit ineligibility
- 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 the 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 the 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
- Parking Areas, Emergency doors & exits, and Restroom Facilities.
- Operation of doors, door locks, Operation of heating and air conditioning system controls
- Trash Collection containers and storage.
- Ice machine location, and 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

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 positions. | Yes | No |

Inspected by: _____ Date: ____/____/____
Agent of Ayden Golf & Country Club

Refund Deposit: Yes No Description (if applicable): _____