***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\****

**Facility Rental Fee Pricing**

***Small Private Events, up to 30 people:***

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 or after setup/rehearsals/cleanup, ballroom can be rented for 50% of rental fee\*\****

***Additional Dates Rented : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total additional 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 :\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_\_

**Rules & Regulations of Rental Agreement**

* 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.
* No open flames anywhere, even in the kitchen.
* No personal gas fueled cooking devices to be used inside
* Excess exterior debris is cause to withhold deposit
* An adult must accompany all children under the age of 15 at all times.
* You are renting the facility not the grounds, all doors must remain closed and the use of the outside grounds is prohibited.
* If alcohol beverages are present, person renting will assume all liability.
* Renter will be responsible for locking and securing the building after the event is over.
* 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. (This includes all restrooms, hallways, sidewalks, exterior grounds and parking facilities.)
* 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.)

INSURANCE- Special Event Liability insurance is required for ALL clients. A copy is due no later than ten (10) days prior to your event. The insurance must, at Clients sole expense, provide and maintain public liability and personal property damage insurance, insuring AGCC and AGCC employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of Clients use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than $1 million, and general aggregate liability of not less than $2 million. AGCC shall be named as an additional insured on the policy. Any caterers or outside vendors must provide a copy of their certificates/licenses at least 30 days prior to the event.

If alcohol is to be served please make sure that the policy includes liquor liability coverage to protect against alcohol related accidents, as you are ultimately liable for the safety of your guests.

LIABILITY/INDEMNIFICATION- Client agrees to indemnify, defend and hold harmless AGCC, its landlord, building owners, officers, employees and agents against all claims, losses or damages to persons or property arising out of and/or resulting from the rental and use of the premises by Client. In the event AGCC, its landlord, building owners, officers, employees and/or agents are required to file any action in court in order to enforce any provisions of this agreement, Client agrees to pay AGCC, its officers, landlord, building owners, employees and/or agents all reasonable attorney fees, court fees and costs of suit incurred by AGCC, including all collection expenses and interest due.

CATERING/FOOD SERVICE/ALCOHOL. AGCC will not provide food or beverage service. Unless otherwise agreed, approved caterers must supply their own dishes, plate, cups, flatware, etc. for the event. All caterers must be approved in advance by AGCC and must comply with all regulations. Any provider/server of alcoholic beverages must have appropriate licenses, which must be provided at least 10 days in advance of the event. No alcoholic beverages may be brought onto the premises, except by a licensed and approved provider, unless a Limited Special Occasion Permit is acquired.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

               Signature of the person assuming responsibility for rental of the facilities

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
* Exterior of buildings free of debris and trash. Yes      No

Inspected by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

                                           Agent of Ayden Golf & Country Club

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