

# Country Club of Johnston County

## Clubhouse Rental Agreement

Country Club of Johnston County agrees to rent its Clubhouse to:

(Print Name) \_\_\_\_\_

on the terms and conditions set forth below.

This Agreement is a binding contract between Club and Renter.

Upon return of this signed Agreement and deposit fees to the Club office, Renter may use the Clubhouse as follows:

**Rental Fee:** All Club Members are entitled to rent the Club for a function which directly involves said Club member (and their immediate family members which are eligible under their membership), which said member will be attending, and said member is willing to assume all responsibilities for the rental, at the "Member" rate. All other rentals for non-member use must be booked under the "Non-member" rate. The Member responsible is obligated to honestly and accurately provide information as to the nature of use and represents that the information below, on which the rental fee based is complete and accurate.

- Non-Member Clubhouse Rental \$ 200.00 Per Hour - 3 Hour Minimum
- Member Rate Discounted 15% - 3 Hour Minimum
- Non- Profit Rate Discounted 15%- 3 Hour Minimum

Name(s): \_\_\_\_\_

Address \_\_\_\_\_

Phone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Function Date: \_\_\_\_\_

Time: \_\_\_\_\_

Guest Count: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

**Rental Guidelines:** No activities shall infringe on normal CCJS operating hours. Any activities requiring earlier access or later exit than provided above must be specifically agreed upon and documented under "Special Conditions" below at least one week prior to the rental date.

- The premises leased shall include the entire main floor of the clubhouse, including dining area, ball room, bathrooms, and bar area. The kitchen and snack bar are NOT included.

- **Hours rented will be determined by CCJC staff after the last person from the event leaves the facility. If the event goes over the pre-set time, your account will be charged for the overage amount. No event is to go past 12:00 midnight.**

- **Rental fee includes clean-up required from normal use by CCJC. Renter is responsible for clearing of all tables, removal of trash and any items brought for the event.** Rental times must include time for this clean up. The CCJC staff is responsible for the set up/break down of all tables. Renter shall not move or re-arrange any tables without the guidance of CCJC management. **There will be a penalty payment charged to any event who fails complete proper clean-up.**

**Deposit Fee:** Half of the Rental fee is due at time of returning the signed rental agreement to hold the date of event. In the event of a **cancellation**, this deposit fee will be forfeited. Any member who rents the clubhouse can charge rental fee/catering fee to account.

- Remainder of rental fee is required (5) business days prior to event, or the event will be cancelled. If event host/ hostess sponsored by a member is delinquent in payment for event, Member is responsible for seeing that payment is rendered.

**Linens:** CCJC can provide White linens at price of \$ 4.00 per rectangular table cloth, \$8.00 per round Table cloth and \$ 0.35 per cloth napkin. Colored table cloths will vary in price and are limited. Linens must be paid within (5) days of event.

**Food Service:** Renters may use one of CCJC's recommended caterers which include *The Serving Spoon*, *Cattails*, *Holt Lake BBQ* or *The Chef Shop*. Menus will be provided with details. All caterers must be approved by management and complete the Outside Caterer Contract.

**Bar Service:** Renters may request bar service through the Club for an additional fee of \$ 15.00 per hour, per bartender plus the cost of drinks at Club set prices (cost includes the bartender services one (1) hour before and after the event. The Club will determine how many bartenders are required for each event on a case by case basis. Absolutely no alcoholic beverages may be brought onto the premises. Such unauthorized beverages may be confiscated by management. All alcoholic beverages must be handles through CCJC or our approved caterers, **without exception**. You are not permitted to

purchase alcohol from a Vendor and pay that Vendor. All purchases must be made through CCJC. An 18% gratuity charge will be added to all bar sales when a CCJC bartender is present.

- Bartenders reserve the right to card all persons of question (No ID- No alcohol), as well as the right to refuse service to intoxicated persons.
- Club reserves the right to select “glass” or “plastic” containers for bar for an event. If glass is used for event, bartenders shall change to plastic one (1) hour prior to scheduled end of event.
- Club reserves the right to announce a “last call” for the bar (30) minutes prior to scheduled closing of bar.
- All alcoholic beverages will be served under applicable ABC laws. If alcoholic beverages are to be served as part of the event, all prices will be agreed upon pursuant to schedule adopted by CCJC Manager.
- Prices quoted for alcohol or other products include 7.0 % sales tax unless a special quote specifies differently.

**Entertainment:** Member must notify General Manager of DJ, band, etc. working the event, approximate time of arrival for set-up, as well as the time entertainment will end. Entertainment hired by Member may not perform later than 12:00 am (midnight).

**Decorations:** Member must notify Clubhouse General Manager one week prior to event of any special arrangements (head tables, podium, gift tables, registration tables, and schedule of items to be delivered.) Host’s decorating plans and time must be arranged with the General Manager in order to prevent conflict of set-up preparation or other scheduled event.

**Liability/Indemnity/Hold Harmless:** Renter shall leave the Clubhouse in the same condition after the event as it was prior to the event. Renter is responsible for all damage to persons or property that occur at the event or in connection with the event, or as a result of a violation of any of the terms and conditions of this Agreement. Renter will indemnify and hold harmless Club and its officers, directors, shareholders, successors and assigns from any liability whatsoever associated with the event.

**Security:** Security officers will be provided for any event containing alcohol at a fee of \$25 per hour. Security guard fee should be paid (5) business days prior to event.

In testimony whereof, said parties have executed this agreement in duplicate, one of which is retained by each of the parties, the day and year first written above.

Please sign and return with all applicable fees.

Country Club of Johnston County

By: \_\_\_\_\_  
Office Manager

By: \_\_\_\_\_  
Event Host  
(Individual responsible for details of event)

By: \_\_\_\_\_  
Member Responsible  
(Signature of individual listed as "member")

**Date of Deposit Fee:** \_\_\_\_\_

**Type of Payment:** \_\_\_\_\_

**Deposit Amount:** \_\_\_\_\_

**Date of Remainder Rental Fee:** \_\_\_\_\_

**Type of Payment:** \_\_\_\_\_

**Remainder Rental Fee Amount:** \_\_\_\_\_

**Date of Security Fee:** \_\_\_\_\_

**Type of Payment:** \_\_\_\_\_

**Security Fee Amount:** \_\_\_\_\_

**Date of Linen Fee:** \_\_\_\_\_

**Type of Payment:** \_\_\_\_\_

**Linen Fee Amount:** \_\_\_\_\_

ACCOUNT #: