



# Hartwell Golf Club, Inc.

## Event Request/Rental Agreement

**Rental requirements:**

Rental of club facilities is limited to club members only. A member may sponsor rental of a non-member function but must be in attendance at all times while the event is in process.

**Fees:**

The fee for rental of the club house facility is \$200.00 plus a \$300.00 security deposit payable at the time of event scheduling. The security deposit is refundable pending inspection of the facility after conclusion of the event. Damages in excess of \$300.00 will be assessed to the club member renting or sponsoring an event.

Members Name:	
Address:	
Phone Number:	
Date(s) Requested:	Time:
Type of Event:	
Facilities Required: <input type="checkbox"/> Clubhouse (upper and lower) <input type="checkbox"/> Clubhouse (Upper only)	
<input type="checkbox"/> Golf Course <input type="checkbox"/> Other	
Caterer's Name(s):	
Special Requirements:	

Signature below indicates agreement to fees and understanding of security deposit refund policies. Renter also agrees to abide by the attached Facilities Rental Agreement and Vendor rules.

\_\_\_\_\_  
Renters signature

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

\_\_\_\_\_  
Club Managers Signature

\_\_\_\_\_  
Date

# HARTWELL GOLF CLUB INC.

## FACILITIES RENTAL AGREEMENT

The general terms and conditions for rental of Hartwell Golf Club Inc facilities are out lined below. Please understand that Hartwell Golf Club Inc. is a semi-private club and that booking an event with us does not ensure exclusive use of our facilities.

### **1. Rental Requirements:**

Rental of club facilities is limited to club members only. A member may sponsor rental of a non- member function but must be in attendance at all times while the event is in process.

### **2. Fees:**

The fee for rental of the club house facility is \$200.00 plus a \$300.00 security deposit payable at the time of event scheduling. The security deposit is refundable pending inspection of the facility after conclusion of the event. Damages in excess of \$300.00 will be assessed to the club member renting or sponsoring an event.

### **3. Dress Code:**

It is expected that members will choose to dress in a fashion befitting the surroundings and atmosphere provided in the setting of our club. It is expected that members will advise their guest of our dress requirements.

### **4. Function Space:**

Hartwell Golf Club Inc. reserves the right to approve all vendors associated with any event held in its facility.

Patrons will tell their vendors (caterers, florist, musician, etc.) they have two hours prior to the start of an event for set-up and delivery. (See Vendor Instructions).

### **5. Indemnity:**

Except for claims arising out of acts caused by the gross negligence of Hartwell Golf Club Inc., the patron hereby agrees to indemnify, defend and hold harmless, Hartwell Golf Club Inc. its officers and employees and any person or persons who control Hartwell Golf Club Inc.(collectively the “Indemnified Parties”), from and against any and all loss,, liability, damage, claim or expense (including the reasonable cost of investigation and attorneys fees) that Indemnified Parties may incur, insofar as any such loss, liability, damage, claim or expense which is related to or arises from, directly or indirectly, the conduct of the Event.

**Note:** Additional addendum Sheet(s) dealing with timing, special preparation, set-up tear-down and vendor responsibilities associated with events are attached.

# Hartwell Golf Club, Inc.

## Vendor Rules

**All Hartwell Golf Club Facilities are designated Non-Smoking.**

- **Only Caterers approved by the club manager are allowed.**
- All decoration must have prior approval of the club manager. Tape, tacks and nails are to be avoided.
- Caterers are responsible for adherence to and observance of all Dept. of Health rules and guidelines and for leaving the facility in compliance with all rules and guidelines.
- Caterers may bring in prepared food however preparing food in club facilities for consumption elsewhere is not permitted.
- Other kitchen rules of operation include the following as a minimum clean up list:
  1. Wipe down sinks, stove, oven, counter tops and tables in dining room.
  2. Clean steamer and dining room floors.
  3. Leave the sink clean. (Do not put food scraps or grease down sink drain)
  4. Wash, dry and put away any club provided dishes, pots and pans etc.
  5. Bag the trash( no liquids in trash bags) and place in out side trash containers. Lids must be properly closed.
  6. At the conclusion of the event turn off kitchen appliances, lights and heating or air.
- When using the down stairs bar area the person renting is responsible for clean up. As a minimum the following clean up is required.
  1. Clean and wipe down bar top, sinks and sweep behind bar area.
  2. Vacuum carpeted area and wipe down tables.
  3. Return table to the set up as found.
  4. Turn off lights and heating or air.

### Note:

- Use of the clubs ice machine is included in the rental fee.
- The use of club owned place settings, table cloths and wine glasses are not available for use or rent for non club events.
- A walk through with the club manager is highly suggested to review air conditioning, heating, kitchen facilities, lighting, restrooms and lock up procedures.

**The person renting the facility is responsible to the Hartwell golf Club, Inc for the safe and proper use of the facility and for returning it to an acceptable condition after the event. In addition they must ensure observance of rules by all persons attending the function and any and all vendors for the event.**

## **Hartwell Golf Club, Inc.**

### **Club House Rental Policy and Guidelines**

**Policy:** The clubhouse will be available for renting only to Hartwell Golf Club, Inc. Members and approved civic organizations. The member renting must be present and a bonafide member of the organization or function.

**Responsibility:** The renting member or organization is responsible for the following:

1. Return the entire facility to the condition and arrangement to which you find it.  
This includes dining room, downstairs, restrooms, kitchen and foyer areas.
2. Empty all trash to the specified area. (Do not put liquid in trash bags or down the drain system, use buckets, discuss particulars with club members.
3. Review this entire policy with the club manager AHEAD of the function date; scheduling a walk through is suggested to review lights, air conditioning/heating, locking and security of the facility.
4. Only approved caterers shall be used with the renter being responsible to inform the caterer of these rules. The caterer should be part of the walk through in some cases.
5. No smoking inside any buildings.
6. All decorations must have PRIOR approval of the club manager. Tape, tacks and nails are to be avoided.
7. Caterers are responsible to observe all Dept. of Health rules and guidelines and to leave the facility in compliance.
8. Enforce these rules by persons attending the function as well as caterers and caterers assistants.
9. Only food consumed here to be prepared here. No cooking food here and carrying food elsewhere.

Fees:

- Rental fees are \$200.00 in advance and a deposit of \$300 damage deposit in advance for club members. The requested reserve date is not officially made until the \$200.00 is paid.
- Civic club fees are \$75.00 minimum or \$1.50 per person for attendance over 50.
- Civic clubs may made arrangements with Club Manager to pay these fees on a monthly basis by using the calendar in the kitchen as an Invoice-Statement Paid Log to be acknowledged by civic club treasurer and pro shop attendant together only. Note: Civic clubs are to notify the pro shop attendant as far ahead as possible of dates not reserved.
- American Legion Exempt from fees.

Agreed: \_\_\_\_\_ Civic Club \_\_\_\_\_

Agreed: \_\_\_\_\_ Golf Club Manager \_\_\_\_\_