

Facility Contract Agreement

A non-refundable payment of the amount for the room rental (see below) will be required to hold the date of _____. This agreement is made and entered into by New Richmond Golf Club, hereinafter NRGCC, and the undersigned renter, _____. NRGCC and the renter agree to the following terms and conditions for rental of all or portions of the NRGCC clubhouse located at 1226 180th Ave, New Richmond, WI 54017.

Clubhouse Upper Level - \$350.00

Cash _____ Check # _____ Credit Card _____

Social Media Clearance:

- Renter hereby gives NRGCC permission to post photos or messages about the hosted event on NRGCC website and social media sites.
- Renter hereby denies NRGCC permission to post photos or messages about the hosted event on NRGCC website and social media sites.

Special Notes on clearance:

1. Payments

One month prior to the event, NRGCC requires a payment of half of the event's estimated headcount before taxes. Five days prior to the event the final headcount must be provided to NRGCC. This count determines the amount you are committing to; the number can go up if needed, but this is the minimum guests that the renter is responsible for. If you are being charged "per plate", an additional amount may be due if over the quoted number of guests. If the renter cancels the event the room rental payment is non-refundable.

2. Use

Renter will be entitled to use of the Upper Level of the Clubhouse on the rental date(s) between the hours of _____ am/pm and _____ am/pm. Renter and guests must exit the area 1 hour after the event ends.

3. Prohibited

Smoking shall be allowed outdoors only. No animals are allowed, except as may be required by law. Renter shall not use or be allowed to use: confetti, rice, birdseed, hay, or silly string. An additional clean-up fee will be imposed in the event of the use of the aforementioned items. Use of ladders will only be allowed with proper proof of insurance.

4. Damages

In addition to the rent/deposit, renter is responsible for all damages to the premises or personal property which result from or occur during the renter's use of the premises except where damages are caused by NRGC or its employees. If candles are used, and damage is caused due to the candle wax a \$50 fee will be assessed.

5. Alcohol

Alcohol shall only be sold, served, and provided by the licensed staff of NRGC and as limited by law. No outside alcohol is allowed. Specific bar arrangements must be made 7 days prior to the date of the event.

This facility holds a state liquor license; renter or guests are not allowed to bring in alcoholic beverages. Alcoholic beverages purchased on-premise may be consumed in the clubhouse and its decks and patios, but may not be consumed in the parking lot.

6. Decorations

Renter may decorate the upper level of the clubhouse as agreed upon by NRGC. All decorations must be removed by renter immediately following the conclusion of the renter's event. Nails, screws, pins, non-approved adhesives, staples and other similar items are prohibited. Renter can have access to building for putting up decorations at _____am/pm on _____ based on availability.

7. Deliveries

Scheduling of deliveries is the responsibility of the renter. Renter must make arrangements to meet with the individual vendors, florists, bakers, and entertainers unless previously arranged with NRGC. Cake vendors and bakers must be a licensed provider.

8. Music

Renter is responsible to supply their own music, which must be kept at a reasonable sound level at all times. Music must be terminated by 12:00 am. Music and entertainment are only allowed within the rented upper level of the clubhouse. Fog and bubble machines are not allowed at NRGC.

9. Personal Items

NRGC is not responsible for damaged, lost, or stolen personal belongings of the renter, renter's guests, employees, or vendors. All such personal belongings shall be removed by renter at the conclusion of the event. NRGC is not responsible for storage or protection of any property left behind after the event unless agreed upon beforehand.

10. Linens

Linens will be provided in the room rental charge. If excessive damage is caused to linens or napkins a damage fee will be assessed.

11. Cake Cutting

A cake cutting fee of \$100 will be assessed if renter purchases a cake from a licensed baker or supplier. NRGC will not allow renter to cut and serve cake without the assistance of NRGC staff.

12. Tastings

Food tastings can be arranged between NRGC and Renter prior to the event on selected days and evenings. A cost of \$15.00 per person, per plate will be assessed. Renter can choose up to 2 meats, 1 starch, 1 vegetable & 1 salad per plate.

13. Prices

All prices and fees are at this point agreed upon and cannot be changed. Balance due must be paid within one week after event date. A late fee of \$100 per day will be assessed for each day payment is not made after 1 week. However, all prices of food and beverages are subject to change, due to fluctuation in costs from NRGC vendors and suppliers.

Renters Contact Information

Name _____ Phone _____

Address _____ City & State _____

Email _____ Date _____

Renters Signature _____

NRGC Signature _____