

Oak Meadow Country Club

Clubhouse Main Hall Use Agreement

Non-Member's

Date Requested_____ Start Time_____

Renter (Organization/Individual)_____

Responsible Party_____

Address_____

City_____ State_____ Zip_____

Email_____ Phone_____

Clubhouse Rates & Rules/Policies:

- The clubhouse facility rental is \$400. A \$200 deposit is required for all rental agreements. Deposits will be deducted from the price of the total bill. The clubhouse facility rental is for a period of 3 total hours. If the event exceeds beyond 3 total hours (this includes setup & cleanup) each additional hour for use is \$100.00/per hour. Rental fees will be capped at \$1,000.
- All final bill payments must be made within 7 days of the conclusion of the event.
- The event is responsible for their own table and chair setup/stagging.
- The OMCC does not provide food services, so the event is responsible for making their own food arrangements.
- Catering is welcomed and encouraged at any event. Use of the kitchen by an event or caterer is \$150 which will be added to the total bill. Use of the kitchen includes access to the ice machine, coolers, dishwasher, fridges/freezers, and prep areas. If the kitchen is used it must be cleaned and left in its original condition.
- The event is also responsible for all clean up after the event is over to include taking out of all trash to the dumpster, wiping down of tables, vacuuming, and returning the clubhouse to the original setup that it started with. A \$100 cleaning charge will be added to the total bill if the event does not clean up after itself.
- **ABSOLUTELY NO OUTSIDE ALCOHOL IS PERMITTED TO BE BROUGHT ON OAK MEADOW COUNTRY CLUB PROPERTY!**

- Open bars will be charged a 15% gratuity on the bar bill.
- **All parties are responsible for any damages done to the premises, furnishings, etc. during your event. Please always supervise children. No glitter, no mounting/putting holes in the walls are permitted.**

Liquor Policy:

- Oak Meadow Country Club has a state liquor license. In accordance with state laws the following policies are strictly enforced:
 - All alcoholic beverages must be purchased from Oak Meadow Country Club.
 - Absolutely no liquor or alcohol may be brought onto the premises by renter or guests.
 - Absolutely no alcohol will be served to any guest under the age of 21.
 - Oak Meadow Country Club will provide all bartenders.

Renter Signature: _____

Date: _____

Deposit Paid: _____

Date Paid: _____

OPEN BAR: YES or NO

Cater: _____

Use of Kitchen Facility: YES or NO

Event Cleanup Done: YES or NO

Total Amount Due: _____

Date Paid: _____

Manager Signature: _____

Date: _____