

Island Country Club

2026 Clubhouse Rental Agreement – Non-profit

1. Rental Space

The rental includes use of the great room, dining room, decks, and surrounding grounds, along with tables, chairs, and parking.

Rental does not include access to tennis courts, the golf course (including putting green), or other ICC facilities. The renter is responsible for ensuring guests remain in permitted areas.

The clubhouse is available for private, social, and community events. As a non-profit social club, ICC does not permit political events. Reservations determined to be political may be declined or canceled, and deposits forfeited.

2. Rental Fees

Non-profit: \$300 flat fee for use of the space

3. Additional Fees

Additional charges may apply for unusually large or complex events. These fees will be discussed and agreed upon with Clubhouse Manager prior to booking.

4. Deposits and Payment

A 50% deposit is required to confirm the reservation along with damage deposit. Remaining balance is due three (3) days prior to event date.

Damage Deposit:

Non-profit: \$300

5. Cancellation Policy

More than 30 days: full refund and damage deposit

15–30 days: 50% refund plus full damage deposit

14 days or less: no refund but full damage deposit

6. Kitchen and Food Service

ICC does not provide catering. Organization may bring food or hire caterers. Professional kitchen available for certified caterers. Kitchen must be cleaned after use.

7. Alcohol Service

ICC offers beer, wine, and canned cocktails. Bar service is available for a fee. No outside alcohol is allowed on the premises.

8. Staffing

At least one ICC staff member is required for the duration of the event. Staff is billed hourly, and the number of staff is determined by the Clubhouse Manager.

Staff are to remain through cleanup, inspection, and closing.

9. Setup, Cleanup & Property Care

Setup time is to be agreed with Clubhouse Manager.

Renter is responsible for setup, decorating, cleanup, trash, and returning the space back to original condition.

There is no fee for cleanup time, but staff will be billed hourly as necessary.

Optional setup/cleanup services available.

10. Tables, Linens & Equipment

Folding tables/chairs provided. Organization arranges setup.

Tablecloths:

- Returned clean: no charge
- ICC laundering: fee applies

11. Facility Rules

- Events end by 10:00 PM
- Non-smoking property
- Service animals only
- Guests stay in permitted areas
- Parking in designated areas
- Large events may require portable restrooms

12. Liability

Use of the premises is at the sole risk of the Renter.

The Renter agrees to indemnify and hold harmless Island Country Club, its officers, employees, and members from any and all claims, damages, losses, or causes of action arising out of the event, including those of guests, vendors, and invitees.

Event Information

Rental Date: _____

Event Time: _____

Estimated Guest Count: _____

Rental Fee: _____

Deposit Paid: _____

Damage Deposit: _____

Balance Due: _____

Renter Information

Name: _____

Address: _____

Phone: _____

Signature: _____

Date: _____

Island Country Club Approval

Clubhouse Manager: _____

Signature: _____

Date: _____