

# Minden Country Club On-Site Event Contract



## Renter Information

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email \_\_\_\_\_

## Event Information

Date(s) \_\_\_\_\_ Expected Attendance \_\_\_\_\_  
 Type of Event \_\_\_\_\_ Event Start Time \_\_\_\_\_  
 Would you like a bar available? Yes No Event End Time \_\_\_\_\_  
 Rental Time (including set-up and clean-up)  
 Start \_\_\_\_\_ End \_\_\_\_\_

## Rates for Facility

<u>Members</u>	<u>Non-Members</u>
Upper Level only \$100	Upper Level only \$200
w/Bar Service \$150	w/Bar Service \$250
Upper and Lower Levels \$200	Upper and Lower Levels \$300
w/Upstairs Bar Service \$250	w/Upstairs Bar Service \$350

Upper level only rentals that overflow into the the lower level will be charged accordingly.

## Rental/Damage Deposit

\$100 per level. Deposit returned if no damage and no cleaning required by MCC. No nails/tacks to be used. Use of confetti is prohibited. Cleaning includes: wiping down all tables and chairs, vacuuming & taking trash out. If kitchen used: Sweeping & mopping kitchen, washing and putting away any dishes from the kitchen.

Deposit Paid \_\_\_\_\_ Check # \_\_\_\_\_

*Note: The rental/damage deposit is required at signing. Deposit will be held until after the event and will be returned if property is left in good standing. Property damage will result in forfeiture of deposit. Actual rental fee (including linens if applicable) will be billed within 1 week of event, and is due upon receipt. NO CALENDAR DATE WILL BE HELD FOR MORE THAN 2 WEEKS WITHOUT A DEPOSIT.*

## Additional Fees/Charges

## Total Charges

Table Cloths \_\_\_\_\_ @ \$5.00 each  
 Napkins \_\_\_\_\_ @ \$.25 each

Facility Charge \_\_\_\_\_  
 Linens (if applicable) \_\_\_\_\_  
 Subtotal \_\_\_\_\_  
 Tax \_\_\_\_\_  
 Rental Charge \_\_\_\_\_

**Catering Information**

Does your use of our facility require outside catering?      Yes                      No

Catering Co: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

**Disclosure & Signatures**

Renter hereby agrees to assume all risks for loss, damage, liability, injury, cost, or expense that may arise during or be caused in any way, in whole or in part, by Renter's use or occupancy of the MCC facilities rented herein and surrounding property. By signing the rental contract, the renter acknowledges having read and comprehends this contract, and understands that this rental contract is binding on both parties and the organizations they represent. Renter agrees to abide by all MCC facility rental rules and guidelines.

Renter

Minden County Club

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Notes:**

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