

Ballwin Golf Club Event Center Rental Contract

Name: _____ Today's Date: _____ Phone #: _____
 Address: _____ City: _____ State: _____ Zip: _____
 E-Mail: _____ Event Type: _____ Event Date: _____
 Event Times: Start _____ End _____ Preferred Caterer: Yes No If so, Who? _____
 Bar Package Requested: _____ Event Number of Guests: _____

Rates: (Standard event is 4 hours) rental time includes set up, breakdown and basic cleaning

Day of the week	Weekday 8am-5pm	Event Price	Additional Hour
Monday-Thursday	\$200.00	\$300.00	\$75.00/hr
Friday/Sunday	n/a	\$600.00	\$150.00/hr
Saturday	n/a	\$700.00	\$175.00/hr

All events must end by 11pm if unable to book event with 2 weeks notice, may be limited to Tues-Thurs.*

Payment Schedule:

Full amount of rental fee is due upon reservation of the facility. Total for other expenses – beverages, security deposit and Non-Preferred Caterer fee- must be paid two weeks prior to scheduled event. If not paid within that window, there will be a 10% charge added each week it's late.

Security Deposit:

A security deposit of \$400 is required by the City of Ballwin to ensure that damages and excessive cleaning are prevented or covered. Security deposit must be paid 2 weeks prior. As long as the room passes inspection after the event, your money will be refunded the following week.

- No Glitter, smoke machines or confetti of any sort is allowed. No refund will be provided if found after event.
- Excessive cleaning will cause no refund to be provided – example shampooing carpet or replacing carpet tiles.
- Nothing is permitted to adhere to any painted surface
- Rental includes event center only, and is exclusive of golf course, golf shop and exterior patios. Renters can access the outdoor patio however, it is a shared space with the golf club.

Non-Preferred Caterer Price:

Any event choosing to not use a preferred caterer will be subject to a fee of \$100, unless the organization renting the venue is classified by the government as a 501c(3)organization

If no beverage package is required, there will be a fee of \$25/hour to have an employee on premise.

Beverage Policy:

1. All beverages, alcoholic and non-alcoholic, will be provided by the Ballwin Event Center. In the event that a party brings in their own non-alcoholic beverages, the host will be charged \$15/person and the \$400 deposit will be retained.
2. Beverage service payment is required two weeks prior to event date
3. Beverage service will have a last call 15 minutes prior to end of event
4. Caterers may bring champagne for the wedding party served by event staff
5. Staff may refuse alcohol service to any individuals who are showing signs of being unduly intoxicated

6. **Absolutely no outside alcohol** may be brought into the event center, no self-service of any alcoholic beverage is permitted. If found on premises, it will be confiscated and the event will immediately be terminated.

Beverage Options:

Open Bar Service - \$15.00 per person for 4 hours of service with an option to add additional hours of service at \$3.00 per person

Limited Bar Service - \$10.00 per person for 4 hours of service with an option to add additional hours of service at \$2 per hour per person

Non-Alcoholic Beverage Service - \$5.00 per person for 4 hours of service with an option to add additional hours of service at \$1 per person per hour

Coffee and Tea Service

Events under 100 guests - \$50.00

Events over 100 guests - \$75.00

Gratuity

- 20% of beverage service total required at time of rental with a minimum of \$75.00

Other Terms and Conditions:

- Facility will be rented for a minimum of 4 hours excluding weekday daytime events
- All events will end no later than 11:00 PM
- Guests must vacate the Event Center within 30 minutes of event ending. Linger past this 30 minute window will result in additional charges that will be deducted from the security deposit \$50/15 minutes.

- Decorations may not be attached, in any manner, to wall, ceilings, light fixtures or the sprinkler system
- No free standing or loose candles
- Linens, utensils and decorations will not be provided by the event center.
- Renter agrees to take all reasonable steps to adhere to all local, state and federal laws
- The City of Ballwin reserves the right to refuse admittance or remove attendee if the person or persons who may cause or may reasonably be expected to cause harm to any person or thing with in the building
- Applicant renting the facility must be at least 25 years of age and present during the event
- No tobacco, illegal substance or substance that produces a smoke is permitted inside the facility at any time
- The City of Ballwin is not responsible for any personal property brought into facility
- Renter agrees to hold harmless the City of Ballwin, its' officials and employees from any claim or course of action brought by the renter, their agents, employees or guests arising from the facility use

Refund Policy:

Rental fee will be fully refunded if notice is given within 180 days prior to the event. Fifty (50%) percent of the rental fee will be refunded if given 90 or more days of notice. If less than 90 days of notice are given no refund will be issued.

Amount Received _____ Renter's Signature _____ Date _____
Managers Signature _____ Date _____