

Pine Hills Country Club 2018 Facility Rental Agreement

Today's Date _____ Date of Event _____

Purpose of Function _____ Number of guests _____ Will Alcohol be served or BYOB _____

Renting Entity (Renter) _____

Responsible Party (Renter's Representative) _____

Address of Renting Entity _____ Email _____

City _____ State _____ Zip code _____

Telephone home _____ work _____ cell _____

<u>Schedule of Fees</u>		<u>Friday-Sunday</u>	<u>Monday -Thursday</u>	<u>RENTING</u>
Foyer only	1-day	\$ 225.00	200.00	_____
	2-day	\$ 400.00	300.00	_____
<u>Security Deposit</u>		\$ 100.00	100.00	_____
Foyer/Kitchen	1-Day	\$ 350.00	250.00	_____
	2-Day	\$ 600.00	400.00	_____
<u>Security Deposit</u>		\$ 100.00	100.00	_____
Ball Room/Foyer/Kitchen/Pool	1-Day	\$ 950.00	450.00	_____
	2-Day	\$ 1500.00	800.00	_____
<u>Security Deposit</u>		\$ 250.00	250.00	_____
Golf Course Only	1-Day	\$ 1100.00		_____
	2-Day	\$ 1600.00		_____
<u>Security Deposit</u>		\$ 250.00		_____
Access to facility the day before rental in excess of 3 hours		\$ 50.00 per hour		_____

Total Rental and Security Deposit Due \$ _____

Payment made at signing. Minimum of security deposit. \$ _____

Renter's signature _____ Date _____

Club Rep signature _____ Date _____

A Reservation will be established when the Renter has filled out and signed the Facility Rental Agreement and remitted the total Security Deposit with cash, money order, or certified check for the function. At this time, the Function will be Booked and an entry made to the Master Reservation Schedule. A Security Deposit may be refunded if notice is made of cancellation of a booked event no later than thirty days before the event.

Rental Fees may be split up into three equal payments so long as they are paid in entirety 30 days before the event, in which the total will be paid at signing. Cash, money order or certified check is requested for this payment.

Access to the clubhouse the date before the rental date, if it is not booked, is allowed for up to three(3) hours. If additional time is needed on that day, the renter will pay \$50 per hour upfront for the additional time. If access goes over the allowed and paid for access, the security deposit will be forfeited.

Reservations not paid in entirety within the 30 day window are subject to be cancelled or booked over by a paid up renter at the discretion of the Joint Committee. Any prepaid rental fees will be refunded to the entity and the Security Deposit will be forfeited by the renter.

Functions with unpaid balances will not be allowed use of the facility until payment in full is made.

Functions are not to "spill over" into areas of the facility that are not rented. Evidence of such will result in a billing of the responsible party for the additional area(s.) There is to be **NO SMOKING** anywhere inside the facility. Evidence of such will result in forfeiture of the Security Deposit. Outside use of the facility is limited to the pool area and the parking area adjacent to the Club House.

Pine Hills is a private club that rents its facility for private functions. An open to the public event is not permitted. Charging a per person door charge is also not acceptable. Serving alcohol is allowed, but a cash bar is not permitted per City of Minden regulations.

Renters are to provide their own security if alcohol is to be on the premises and accept total responsibility of all actions that occur at the facility during the function. A list of acceptable security officers will be provided to the renter. Hired security personnel must contact PHCC with the date they serve as security or the security deposit will not be refunded.

Due to the requirements of Pine Hills Country Club's insurance company, renters must have a special events policy in place before their event. If alcohol is to be on the premises, provided by the host or guests, host liquor-B.Y.O.B liability coverage must be included on the policy. Pine Hills Country Club, Inc. and Minden Golf Club, Inc. must be listed as additional insureds on the certificate of insurance. A copy of the certificate of insurance must be on file with the facility administrator no later than the week of the event.

If for any reason the facility becomes unusable for a function, the renting party will be contacted and all monies refunded at the earliest possible moment from the time it became unusable without any repercussion to the Club or its facilities.

The Security Deposit will be refunded to the entity who is listed as the Responsible Entity on the Rental Agreement after it has been determined that the following criteria are met and it is released by the Joint Committee. Any damages in excess of the security deposit will be billed to the entity renting the facility.

- a) There is no damage to the facility during the use by the renter or their guests.
- b) There is not an excessive amount of cleanup to be made after the function is finished. This includes the parking area.
- c) The function was not "shutdown" due to inappropriate or illegal activity by the people attending the function. This is to include "uninvited guests." Rental fees are also included as forfeited under this item.
- d) The rental payment is made in entirety at least 30 days before the function; unless, it has been scheduled within 30 days of the function, where the entire fee will be due at the time of rental.
- e) The event was not cancelled by the renter.

Renters are to end their event at 12:30a.m. The facility should be locked with all lights out and the thermostat reset by 1:00a.m. Failure to do so will result in forfeiture of the Security Deposit.

The Renter further agrees to be wholly responsible for the actions of all guests (invited and uninvited) who attend the event and agree to reimburse Pine Hills Country Club, Inc. for any repair, replacement and/or cleaning necessitated by negligence and/or willful acts of the guests of the event.

The Renter also agrees to defend, indemnify and hold harmless the Lessor, its Principals, Agents and Employees from and against all liabilities and expenses including and without limitation attorneys' fees related to any loss or damage arising from the above identified event.

I have read and agree to the above stated items and am acting as an agent of the renting entity named at the first page of this form.

Signed _____ Date _____

Printed Name _____

PINE HILLS COUNTRY CLUB

ROOM DIMENSIONS:

Dimensions of main room---50' x 50'

Dimensions of foyer/dining room---47' x 20'

Dimensions of stage---13' x 24'

A projection screen is available for renter's use. Projector is not available.

Eight tiki torches are available at a cost of \$50

Linens and tableware are not furnished.

TABLES/CHAIRS AVAILABLE:

Approximately 200 chairs

Tables:

4' long tables—1

6' long tables—4

8' long tables—2

4' round tables—5

5' round tables—20

SECURITY CONTACT NUMBERS:

Webster Parish Sheriff's Office: Chief Bobby Igo, office: 377-1515, 377-1022, cell: 453-8913

Deputy Reserve Contact: Deputy Dillard Sikes, office: 377-1515

Minden Police Dept.: Capt. Julie Harmon, office: 371-4226, cell: 707-0326 or Chief Steve Cropper, office: 371-4226, cell: 510-0727

Please contact one of the persons above to schedule security for your event if you plan to have alcohol on the premises, or if you think your guests will bring alcohol.

Personnel hired should call 371-2148 to verify the date of event they will provide security. If no verification is made, renter's security deposit will be forfeited.

AFTER READING CAREFULLY, PLEASE SIGN AND RETURN WITH YOUR PAYMENT TO:

**PINE HILLS COUNTRY CLUB
100 BIRDIE ALLEY
MINDEN, LA 71055**

IF YOU HAVE QUESTIONS, PLEASE CALL 318-371-2148