FACILITY RENTAL AGREEMENT

CONTACT PERSON/RESPONSIBLE PARTY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE#: _____ EMAIL: _____

OCCASION: _____

DATE OF EVENT: _____ TIME OF EVENT: _____ TO _____

NUMBER OF GUESTS EXPECTED: _____

Write in applicable charges for this Rental Agreement:

RENTAL CHARGE:

RENT LOUNGE	$150.00	$_____
RENT BANQUET HALL	$150.00 (graduations, meetings, reunions, Etc.)	$_____
	$275.00 (wedding receptions – MEMBER)	$_____
	$375.00 (wedding receptions – NON-MEMBER)	$_____

ADDITIONAL CHARGES:

BARTENDERS	$ 50.00 Each X _____ Bartenders	$_____
CLEANING	$150.00	$_____
RESERVE DAY BEFORE	$100.00	$_____
USE OF SGCC TABLECLOTHS	$50.00	$_____

TOTAL CHARGES $_____

DEPOSIT (Due with signed contract to hold date -subtracted from final bill) $_____$150.00

TOTAL BALANCE DUE 1 WEEK PRIOR TO EVENT: (non-refundable) $_____

_____ _____

Responsible Party Date

_____ _____

Manager, Sioux Golf & Country Club Date

CANCELLATION POLICY:

Any other requests for refunds will be subject to Board approval:

- 0-60 days prior to event = You are responsible for full payment of this agreement.
- 61-90 days prior to event = You are responsible for 50% payment of this agreement.
- 91+ days prior to event = You will receive full reimbursement of any payments made.

IMPORTANT NOTES REGARDING RENTAL OF OUR FACILITIES

CONFIRMING DATE & PAYMENTS:

• Your date is not confirmed until we receive your Deposit and Signed Agreement. •
Balance of charges is due one week prior to your event.

• Your deposit will be returned if you choose to clean the premises yourself and it is returned to its clean condition by noon the day following your event.

BANQUET HALL DIMENSIONS:

Overall size 43' x 74.5' | Dance floor 24' x 43' | Carpeted area 36' x 43' | Hard surface on west end 14.5' x 43'

WHAT'S INCLUDED IN RENTAL OF SPACE?

• Tables: (9) 2.5' x 8' tables | (17) 5' x 5' round tables
• Chairs: 100 padded + 168 folding chairs
• Refrigerator/Freezer Access
• NOTE: We have Black Tablecloths available to use for $50. (18) 70" round & (9) 60" x 102" rectangle

CLEANING:

• **If you wish for Sioux Golf & Country Club to clean** the premises after your event, the deposit will not be refunded. You will be responsible for: cleaning off tables, picking up personal items and decorations, and removal of tables from risers, by noon the day following the event.
• **If you choose to clean the hall yourself,** the space is expected to be returned to its clean condition by noon the day following the event. You will be responsible for: wiping off all tables and chairs, vacuuming, and returning tables and chairs to their prior arrangement. This also includes bagging of all trash, removal of any leftover food, rental items, decorations and personal items. Please follow the directions posted on the inside of the storage door in the banquet hall.

DECORATING:

• Sioux Golf & Country Club does not permit the affixing of anything to the walls, floors, or ceiling of rooms inside or outside of the clubhouse with nails, staples, tape, or any other substance unless approval is given by the management. No confetti or any similar small particles are allowed, as clean-up is difficult and hard on the vacuum. Any exceptions to this agreement will need to be approved by management in writing.

BAR:

• If a bar is desired, Sioux Golf & Country Club will provide a bar set up and bartender for a fee of $50 per bartender requested. **No outside alcoholic beverages may be brought to the premises or removed from the premises, this includes the parking lot.** The bar will be a cash bar unless other arrangements are made. If a special wine or champagne is desired, please consult with the manager. Kegs and drink tickets or open bar arrangements can also be made. Sioux Golf & Country Club will not serve any alcohol to anyone under the age of 21. Identification is required. Management reserves the right to expel anyone at any time.

SIOUX GOLF & COUNTRY CLUB

MAIL SIGNED AGREEMENT & PAYMENTS TO:
Sioux Golf & Country Club
PO Box 907
Alton, IA 51003

CONTACT INFO:
Judy TeGrootenhuis
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