

# Room Rental Agreement



**Rental Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ to \_\_\_\_\_ AM / PM

**Room Requested (please circle):** Fireside (Downstairs) or Loft (Upstairs)

**Rates Non-Heritage Members:** Fireside Room & Loft Room is \$250 for 3 hours. Each additional hour or partial hour is \$75.

**Rates Heritage Members ONLY:** Fireside Room & Loft Room is \$160 for 3 hours. Each additional hour or partial hour is \$50.

**Staffing Fees:** In the case the event begins or concludes outside of normal business hours, an additional \$25 per hour fee is required to secure staff during these times.

- **Business Hours:** Spring/Summer 7:00AM-6:00PM & Fall/Winter hours: 8:00AM-5:00PM

**Payment:** Full payment is due at time of signed contract in order to reserve the room. Reservations without payment will not be reserved, and thus may result in loss of event space and date.

**Event Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Event Total: \$** \_\_\_\_\_ **Paid Date:** \_\_\_\_\_ (Attach receipt)

## TERMS AND CONDITIONS

The undersigned person represents that he/she is the authorized representative of the group described below whom wish to organize and attend an event at **Oak Hills Golf Course**. A copy of the agreement must be signed and submitted to **Oak Hills Golf Course**. The final number participants must be confirmed at least seven (7) days prior to the event, and payment must be received at receipt of this contract. All deposits and payments are non-refundable and will be applied to total charges. Room rental fees include three (3) hours of event time from stated start time. Event is allowed into event space no more than one (1) hour prior to event for setup. Event must conclude no more than three (3) hours from contracted start time, which includes breakdown and cleanup. If the event runs over the three (3) hours, additional fees will apply (\$50 per hour-members, \$75 per hour-nonmembers).

You are responsible for and shall indemnify **Oak Hills Golf Course** for any damage, loss or liability suffered by any guests or organizations caused by persons or entities contracted by you. **Oak Hills Golf Course** shall not be responsible for acts, omissions, or negligence of tournament players or event guests; and reserves the right to exclude or reject from the Golf Club any objectionable person or persons. All guests shall abide by the rules and regulations of **Oak Hills Golf Course**. Push pins, nails, live fire candles are prohibited. Tape is allowed to secure décor. To change the number of event participants or the food and beverage order, notification must be received and acknowledged by **Oak Hills Golf Course** 7 days before the event. After the passing of this date, you are financially responsible for the contracted number (if Food and Beverage is contracted) of players for all Food & Beverage fees. Current fees and charges quoted below are subject to change consistent with any revised schedule of such fees and charges in effect at the time of your event. **Oak Hills Golf Course** reserves the right to modify and/or cancel events up to 30 days in advance and adjust the starting time before event.

**OUTSIDE ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON THE PREMISES AT ANY TIME. ANY PERSON OR GROUP BRINGING THEIR OWN ALCOHOLIC BEVERAGES WILL NOT BE PERMITTED TO TRANSPORT OR TO CONSUME SAME ON OAK HILLS GOLF COURSE PROPERTY. PLEASE ADVISE PARTICIPANTS.**

As authorized group representative, I hereby agree to comply with the terms and condition this agreement and the tournament policies of **Oak Hills Golf Course**.

\_\_\_\_\_  
Oak Hills Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Event Representative

\_\_\_\_\_  
Date