



IVORY RIDGE BANQUET ROOM RENTAL AGREEMENT

NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

MEMBER _____ NON-MEMBER _____

DATE OF RENTAL: _____ TIME: _____

BANQUET ROOM _____	WEST BASEMENT COURTYARD _____
BRIDE ROOM _____	EAST PATIO/GRASS AREA _____
KITCHEN _____	SPEAKERS/MICROPHONE _____

ACTIVITY: _____

HOW MANY GUESTS WILL BE ATTENDING THE EVENT: _____

TOTAL COST OF USE: _____ RESERVATION DEPOSIT: _____

LEASE AGREEMENT TERMS: PAYMENT IN FULL DUE @ SIGNING OF THE AGREEMENT!

Terms of Use:

- Party (Member/Non-Member) will be responsible and reasonable in their use of the facilities provided.

Cleaning Deposit:

- We require a \$150 cleaning deposit check with every banquet room rental. Any damage, repair, and/or cleaning costs will be deducted from the refundable deposit. Any un-proper cleaning, un-proper putting away of tables/chairs/equipment, unscheduled use of the banquet room, late rental, disruption/un-proper use of the clubhouse, etc. will be deducted from the refundable deposit. Any remaining damages will be billed back to the reserving Party.

Cancellation of an event with more than 2 months' notice to event will result in a full refund or credit toward future rental at the club.
Cancellation in an event with less than 2 month notice to event will result in either the \$150 deposit check or rental fee (whichever is less) being penalty.
Cancellation of an event with less than 1 week notice to event results in NO refund (\$150 deposit check & rental fee being penalty).

- Party will be held responsible to document any damages PRIOR to using the facility. **If damages prior to using the facility are left undocumented BY the Party, the PARTY will be held liable for such damages.**
- **There will be a \$25+tax charge for chairs/tables NOT put back into proper place...See Diagram on Door.**
- **There will be a \$50+tax or more charge for improper cleaning/not fulfilling the responsibilities agreed to below.**
- **There will be a \$50+tax or more charge for an event running later than scheduled or setting up earlier than scheduled.**
- **There will be a \$25+tax or more charge for people/children using the gym, pool, or causing a disruption throughout the Clubhouse/Tennis Building.** Renting the banquet room does NOT give Party access to everything in or around the clubhouse. ex) children and/or guests of Party found downstairs in the gym or by the pool is unsafe and causes a disruption. If the issue is not resolved with the 1st warning Party can be charged and asked to end event immediately. **Please be respectful and attentive to guests in the Clubhouse.**
- No Lit Candles. No Alcohol. BBQ's must be used 10ft. away from Building. No fog machines. COMMAND HOOKS only & remove as directed!

After Hours:

- If Party remains on the premises after Ivory Ridge Club regular hours of operation, the Party will be held 100% responsible. See Club Management for Hours of Operation.

Cleaning Responsibilities:

Cleaning supplies are located in the Kitchen & in Table/Chair Closet.

- Wipe Tables and Chairs and put away as directed on closet door.
- Wipe Kitchen Counters and Sinks—check fridge and freezer for food.
- Sweep wood floors and tile. **Mop with a lightly damp mop.** Vacuum carpeted parts of the club used.
- Put tied bags of trash outside Kitchen door...Get the key from the Front Desk if need!
- Replace trash can liners. Put cleaning equipment away as directed.
- Overall check of the rooms used **with** the Front Desk employee! The room should look **BETTER** than you found it.

Member/Non-Member Agreement Signature: _____

Ivory Ridge Rep: _____

FOR PICTURES & IDEAS: WWW.IVORYRIDGEBANQUETROOM.BLOGSPOT.COM