

Riverside Town & Country Club

Venue Rental Agreement

Customer and Event Information:

Customer Name _____ Group/ Company _____

Contact Information:

Address: _____ Email _____

_____ Phone _____

Date of Event _____ Event type _____

Time of Event _____ Extra time requested ___(Y)___(N) For: _____

Event Specifics:

Rental Fees:

Base rental fee: _____ Extra hours: _____

Staff ___(Y)___(N) Hours if yes: ___ X \$10= _____ Total rental fee: _____

Deposit required: _____ Deposit received: _____ Date: _____

Notes: _____

**** Service charge: All Riverside venue rentals are subject to a 15% service fee. This will appear on the final invoice.**

Food and Beverage:

Riverside Town & Country Club has four options for food service:

1. We have a list of preferred caterers for large events. We will provide information to each customer if requested. Hiring of caterers is the customer's responsibility.
2. Outside catering options. If you choose to use a caterer not on the preferred list, they must contact RTCC for approval and clubhouse expectations.
3. We allow private groups to provide food. There is a \$100.00 charge to use Riverside's serving items and/or kitchen equipment.
4. Riverside may provide food service to events on a small scale. The clubhouse manager must approve this option prior to booking the event.

Non-alcoholic beverages:

Riverside can provide, at a charge, the following options for non-alcoholic beverages:

1. Coffee; regular and/or decaf
2. Ice water
3. Fountain or bottled Pepsi products
4. Lemonade or other flavored drinks

Alcoholic beverages:

Riverside Town & Country Club has full bar service available in the upper and lower levels of the building. State regulations prohibit the sale or service of alcoholic beverages to minors. Our staff may require ID verification at any point. No outside alcohol may be brought into the building unless approved by the course manager, and no alcohol may leave the course. Riverside bars are stocked with a selection of various alcohol, wine, and beer options. Wine by the case and kegs of beer are available to purchase in advance. Last call will be at 12:30am, with all beverages removed at 1:00 without exception. Any event opting for bar service will be subject to an extra charge for appropriate staff.

Corkage fee: if a party chooses to bring in outside wine or champagne for an event, the clubhouse manager must first approve it. If approved, a \$10.00 corkage fee will be applied to each bottle brought in, whether opened or not. This will appear on the final invoice.

Gratuity fee: A 20% gratuity will be charged on any food or beverage options purchased through Riverside Town & Country Club. This will appear on the final invoice.

Decorating:

Linens are available through Riverside for an additional charge. Tablecloths are \$3.50 apiece. Napkins are \$.35 apiece. Several color options are available for each. These must be ordered in advance.

Decorations may be used throughout the building with the exception of glitter, beads, and open flame candles. We also prohibit tacks, nails, or staples being used on the walls.

All decorations are the responsibility of the customer and must be removed immediately following the event unless permission has been obtained from the clubhouse manager.

Event Notes: _____

Riverside Town & Country Club will:

1. Provide a clean and safe space for events.
2. Provide appropriate staffing as requested for events.
3. Maintain communication with event coordinator.
4. Abide by all terms and requests as laid out in this agreement.

The customer will:

1. Follow all rules and regulations laid out by Riverside Town and Country Club.
2. Use all spaces and supplies respectfully. Misuse may result in extra charges.
3. Be responsible for "end of the event cleaning checklist".
4. Submit deposit payment to ensure venue reservation.
5. Submit final payment within ten (10) working days after invoice is received.

Customer signature: _____ Date: _____

Manager signature: _____ Date: _____