

Woodward Golf and Country Club

Information and Rules for Ballroom Rental

We hope you enjoy using our facility as much as we enjoy having you as a guest of Woodward Golf and Country Club. Your signature acknowledges you have read and understand the rules listed below and you are the responsible party in case of any damages to Woodward's property and/or facility.

Ballroom rental is **\$975 per day**. A **\$300 Security Deposit is required** to reserve a date for your event. **Should your event be cancelled less than two weeks prior to the event, you will not be refunded the \$300.00 deposit. The total balance of \$1275 (\$975 + \$300) must be paid one week prior to the date of your event.** The \$300 Security Deposit will be potentially returned to you after your event, once the area has been inspected per the policy for security deposit return, and the key has been returned to the Woodward Business Office during regular business hours, Tuesday – Thursday 7:00 a.m. – 3:00 p.m.

If you intend to serve alcohol at your event; the following is a requirement of rental: **you must purchase the alcohol from Woodward Golf & Country Club. Woodward Golf & Country Club will sell you the alcohol at Woodward's cost.** We require the purchase of alcohol from Woodward to ensure adherence to Alabama Liquor License requirements. You must contact the Business Office Administrator, **two weeks prior to your event and place the alcohol order. Only alcohol purchased from Woodward is allowed on the property. Woodward does NOT supply a bartender.**

Please read the included rules and regulations to be informed of what Woodward will be inspecting following your event.

1. Your rental includes:

One calendar day – You may arrive at 7 a.m. the morning of your event to decorate and set-up the room at which time you will also be given a set of keys.

The areas of the Ballroom (tile and carpeted areas), kitchen, and patio/deck.

2. The ballroom will seat approximately 125 people (using the dance/tile floor). Tables in the dining area remain set for approximately 65 people; 16 tables are located in the carpeted area and each table has 4 cushioned chairs. No food or beverage is to be served on the carpeted area.

3. Additional tables and chairs are located in the closets. There are 18 folding tables (8 feet long) and 56 metal folding chairs. The folding tables are to be used **INSIDE ONLY**. The folding metal chairs may be used outside; they are **NOT** to be left outside over night.

4. The patio is approximately 52 feet by 39 feet.

5. You may use a tent or canopy on the patio area. The largest tent or canopy used may be up to 40 feet by 30 feet. Tents may be rented from several rental companies: Aabco, Party Time, B&C Rental. Tents are usually supported by barrels provided by the Rental Company.
6. The Ladies Locker Room may be used; however, this area is NON-SMOKING. Food and beverage are NOT ALLOWED. Should you use this area, you are responsible for maintaining the area exactly as it was found.
7. A band may be used and set up is allowed on the patio or in the ballroom. If you have a band or DJ during the day please keep the music volume to a suitable level as golfers will be on the golf course.
8. NO FOOD is to be served in the carpeted area. Food may be eaten at the tables on the carpeted area.
9. The kitchen is available for your use which includes an oven, microwave, and two refrigerators.
10. Furniture and/or decorations in the foyer CANNOT be moved.
11. NO TAPE – scotch or other – is to be placed on any walls.
12. Restrooms are available on the main floor. **NO MEMBER OF YOUR PARTY IS TO GO DOWNSTAIRS, TO THE AREA BEHIND THE CLUB HOUSE OR ON THE GOLF COURSE.**
13. Vehicles are not to be the parked in the driveway by the front door for more than 15 minutes as golf carts use this driveway.
14. Caterers, florist, rental company personnel, and entertainers are to enter and exit through the patio door.
15. You must provide your own linens. Please take your dirty linens with you at the conclusion of your event.
16. Trash bags are located in the kitchen for your use. **PUT ALL TRASH IN THE TRASH BAGS AND LEAVE FULL TRASH BAGS IN THE KITCHEN.**
17. You may add a registration table in the foyer; however, no furniture and/or decorations should be moved.
18. Decorations – You may decorate the ballroom. Decorations must be removed before 8 a.m. the following morning.

Policy on security deposit return:

1. **ALL DOORS MUST BE LOCKED WHEN YOU LEAVE THE PROPERTY.** If any door is left **UNLOCKED**, you will lose 100% of your deposit.
2. The golf course is **NOT** included in your rental and should any of your party be seen on the course, you will lose 25% of your deposit.
3. If you use **INSIDE** furniture on the patio area and leave it on the patio overnight, you will lose 25% of your deposit.
4. All trash is to be left bagged and in the kitchen area. **Should trash be left elsewhere you will lose 50% of your deposit.** This includes trash in the parking lot, thrown over the side of the patio, decorations left in the ballroom and any loose trash.
5. Decorations must be removed before 8 a.m. the following morning. If decorations are left – this includes soiled linens, caterer’s belongings, any bar setup and any similar additions made to the original state of the rented area. **Should decorations be left you will lose 50% of your deposit.**
6. Locker Rooms – Men’s and Women’s locker rooms are available for your convenience to CHANGE CLOTHES. **Should these areas be damaged (broken objects, food or beverage stains, loose trash) in any way you will lose a portion or all of your deposit and be responsible to replace any missing or broken objects.**

You are financially responsible for any damages caused to Woodward Golf & Country Club property by your event and agree to reimburse Woodward all costs to repair and/or replace any of Woodward’s property.

Your signature acknowledges the receipt of this information from the Woodward Representative and your responsibility and compliance.

Date: _____

Woodward Representative: _____

Rental Party Representative: _____

Information Sheet

Today's Date: _____ Name: _____

Street Address: _____

City: _____ State: _____

Telephone Number: _____ Cell: _____

Email Address: _____

Date of Rental: _____ Start Time for Event: _____

Type of Event: _____

To Be Completed by Woodward Business Office

Date Security Deposit (\$300) Received: _____ Received by: _____

Amount Paid: _____ Tender: Check Cash Credit Card

Date Rental Fee (\$975) Received: _____ Received by: _____

Amount Paid: _____ Tender: Check Cash Credit Card

Date Keys Returned: _____ By: _____

Date Inspection Made: _____ By: _____

Security Amount Returned: _____ Date: _____ By: _____

Signature of Person Receiving Security Deposit: _____

Woodward Representative: _____