

Woodward Golf and Country Club

Ballroom Rental Agreement – Information and Rules

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.

A **\$500 Security Deposit** is required to reserve a date for your event. The Security Deposit is due upon completion of this agreement. **Your event date is not reserved until this agreement is completed and your \$500 security deposit is received.** Should your event be cancelled less than two weeks prior to the event, you will not be refunded the \$500 deposit.

The Ballroom rental fee is **\$975 per day**. The total balance of \$975 per day must be paid at least one week prior to the date of your event.

The **\$500 Security Deposit** will be 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 or Pro Shop during regular business hours, Monday – Friday 7:00 AM – 3:00 PM. **Please see the attached policy on the Security Deposit return for more details.**

If you intend to serve alcohol at your event you must purchase the alcohol from Woodward Golf and Country Club. Woodward Golf and 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 at least 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 7:00 AM 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) and patio/deck.

Kitchen area, Bathrooms, foyer, and locker rooms

2. The ballroom will seat approximately 125 people (using the dance/tile floor). Tables in the dining area remain set for approximately 63 people; 12 square tables are located in the carpeted area and each table has 4 cushioned chairs. There are also 3 round tables in the carpeted area as well. No food or beverage is to be served on the carpeted area.
3. Additional tables and chairs are located in the closets. There are 12 folding tables (8 feet long), 4 folding tables (6 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 beverages are **NOT ALLOWED** in this area. The showers are not to be used (even for “steaming” dress or other attire). Should you use the Ladies Locker Room 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. All table and chairs are to be returned to their original locations (folding tables – **WIPED** down and returned to closet, folding chairs – returned to closet, wood square tables and cushioned chairs remain in dining area)
11. **NO TAPE** – scotch or other – is to be placed on any walls.
12. The Men’s Restroom is 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 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 8:00 AM the following morning.
19. A/C and Heating: During Spring/Summer months the thermostat in the Ballroom is **NOT** to be set below 69 degrees. Fall/Winter months the thermostat is **NOT** to be set above 72 degrees. Any damage done to heating / cooling unit due to thermostat being set below or above what is listed whether by someone in your party or one of your guests, you will be responsible for repairs to the unit. (Example: Thermostat set to 62 degrees; the unit freezes up. You will be responsible for the service call and any damage)
20. **If you have any special requests regarding your event that deviates from Woodward's Standard Lease Agreement, you must submit the request(s) in writing to Woodward at least one (1) week prior to your event.** If your request(s) is granted, a Woodward Golf and Country Club will return your original written request with their signature. This procedure is the **ONLY** avenue to have an exception made to Woodward's Standard Lease Agreement.

****As members of Woodward Golf Course and Country Club, we love and respect this beautiful piece of property we have the privilege of using. We ask that you, our guest, respect the property as well, and leave it in the beautiful condition it was in when you arrived.*

Policy for 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. **If you did not adhere to the alcohol policy as previously stated, you will lose 100% of your deposit.**
6. Decorations must be removed before **8:00 AM** 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 **you will lose 50% of your deposit. (This includes folding tables & chairs)**
7. 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.**
8. If heating/cooling unit is damaged in any way due to misuse of thermostat controls. You will be responsible for repairs to the unit.

Your deposit will be return in the same matter it was given. Credit or debit cards given for deposit will be returned on the same card. Cash or check given for deposit will be returned in the matter of a check. Please allow three to five business days for the processing of deposit refund. Refunds given on credit or debit cards may take longer than five business days based on the policy of the financial institution of your card.

You are financially responsible for any damages caused to Woodward Golf and 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 to ensure compliance.

Date: _____

Woodward Representative: _____

Rental Party Representative: _____

Information Sheet

Today's Date: _____

Name: _____

Street Address: _____

City: _____ State: _____

Zip Code: _____

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 (\$500) 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: _____