

Terrapin Hills Country Club

5501 Club Drive Fort Payne, AL 35967
Phone: (256) 845-5002 Fax: (256)845-4753

Facility Lease Charges and Agreement

Name: _____
Billing Address: _____
City: _____ State: _____ Zip: _____
Contact Person: _____
Phone: (H) _____ (C) _____ (W) _____
Type of Function: _____ Day: _____ Date: _____
Approx. # of Guests: _____ Guaranteed # of Guest: _____
Linen fee: (\$100.00) _____
Time: Social Hour _____ Dinner _____ Entertainment _____
Room(s) Requested: Dining Room _____ Lounge _____ Deck _____
Entertainment: yes/no Type: _____
Lounge: yes/no _____ open/tickets _____ Account _____

*Mandatory Facility Rental Cost:

Member/ \$250.00: _____ Required Deposit/ \$75.00: _____
Non-member/ \$250.00: _____ Required Deposit/ \$150.00: _____
*Set Up/Clean Up Fee/ \$75.00: _____
**Staffing (2 minimum required): # _____ x \$12.50 each/hrs _____ = _____
***Outside Catering Fee/ Kitchen Use (\$50- \$100): _____
***Service Staffing (if requested): # _____ x \$12.50 each/hrs _____ = _____

** The Setup/ Clean up Fee pays for Terrapin Hills Staff to arrange tables and make final touches before the function. It also pays for the clean up and rearrangement of tables/furniture after the function. Terrapin Hills Staff will not be responsible for providing any decorations, doing the decorating for the function, or for items left behind when the function is over. You will be responsible for making those accommodations if you choose to have decorations. (NOTE: ABSOLUTELY NOTHING TO BE HUNG FROM CEILING OR ON WALLS! Sorry for any inconvenience).*

*** The Staffing Fee is mandatory in order to rent the facility with a minimum of two employees at all times. This fee does not go to the staff; it is strictly a club charge. This is for safety, security, and liability purposes. If Terrapin Hills is catering the food/lounge for your function, this fee pays for your servers and/or bartenders. If you choose to use an outside cater, the Terrapin Hills Staff is there only to oversee the function.*

****If Terrapin Hills Country Club will be catering the food/lounge, all accommodations are included. The Outside Catering Fee/ Kitchen Use and Service Staffing Fee does NOT apply. With that being said, If you choose to have any outside cater provide the food, Terrapin Hills Staff is not responsible for setting up, replenishing, serving, etc. any food that is not provided by Terrapin Hills. You may request to have their services for an extra fee as stated above.*

Food and Beverage Services:

If food is catered by Terrapin Hills, all non-alcoholic beverages are included. There will be no rental fee charged to Members when a minimum of \$600.00 is spent on food and drinks. If you so choose to use the lounge/bar, Terrapin Hills will provide staff for the function. A gratuity will be charged at 15% of the food and beverage totals on all functions catered by Terrapin Hills. You may NOT under any circumstances bring in outside alcoholic beverages or bartenders to provide services due to our Alabama Liquor License. It is against the law for alcoholic beverages to be brought on the premises. You or your guest may NOT bring your own alcohol and leave it in your car to be replenished by yourself or others. By doing so, you/ your guest will be asked to leave the premises immediately. In case of conflict/ refusal to leave the premises, further actions will be taken at the responsible party's expense.

Times of the functions start will be determined by the availability of the club so as not to conflict with member usage as much as possible. ALL FUNCTIONS MUST BE COMPLETED NO LATER THAN MIDNIGHT.

I, the signed responsible party, do know and acknowledge that any and all damages that occur during the course of the above mentioned function will be charged to me or if a security deposit has been collected, charges from damages will be deducted from it and the balance returned, if any. Further more, failure to cancel this agreement 14 days prior to the date of the function will result in forfeiture of the deposit received. If a reservation is made for the use of the club facility and no deposit is received at the lease signing or arrangements made for collection of deposits, club reserves the right to lease the facility regardless of prior commitment.

**Signed, _____ Date, _____
F & B Manager _____ Date, _____**