

Terrapin Hills Country Club

5501 Club Drive NW
Fort Payne, AL 35967
256-845-4624

Banquet Room Rental Agreement

Date of Event _____ Event Time _____
Set Up Date _____ Set Up Time _____
Name(s) _____
Phone # _____ Phone # _____
Email Address _____
Type of Event _____ # of Guests _____

Room Rental is for 4 Hours. Special arrangements may be made in advance for additional time.

Room Rental Fee \$300. Includes tables and chairs for 100 guests.

Attendant Fee: \$75 Required if event is held outside normal operating hours

Bartender Fee \$75 per bartender. Required if alcoholic beverages are served at the event.

Deposit of \$100 is required to confirm the date of your event. This deposit is non-refundable and non-transferable. Credit card **MUST** be on file in case of any damages and will be billed if necessary.

PAYMENT IN FULL IS DUE THE DAY OF THE EVENT

Set Up - Event set up is the responsibility of the renter. Set up time must be arranged with Terrapin Hills at least one (1) week before the date of the event. Set up time is to be used for decorating and arranging only. If the room is to be used for any other purposes, an additional **\$100** will be charged. Examples: Rehearsal, Rehearsal Dinner, etc.

Decorations – Renter agrees that decorations shall NOT be attached to the walls, ceilings, existing wall decorations, woodwork, ceiling fixtures, window treatments, by the use of nails, scotch tape, staples, etc. Special arrangements may be made with the permission of Terrapin Hills staff.

Food – All food must be purchased and prepared by a Licensed Caterer. This includes any and all appetizers, entrees, and desserts. Any refrigeration needs must be coordinated ahead of time. Caterer has very limited access to the Terrapin Hills kitchen. Special arrangements must be made in advance.

Caterer _____

Phone _____

ALL ALCOHOLIC BEVERAGES MUST BE PURCHASED FROM TERRAPIN HILLS! NO OUTSIDE ALCOHOL IS PERMITTED. FAILURE TO DO SO WILL RESULT IN THE RESPONSIBLE PARTY BEING ASKED TO LEAVE.

Bar Options

_____ Cash Bar. Event guests purchase all beverages from the bartender.

_____ Hosted Bar. Event host purchases all beverages throughout the event. 18% Gratuity is added to the final bill.

_____ Other.

Additional comments or requests.

Clean Up – Clean-up of banquet room will be completed no later than one-half (1/2) hour after the end of the scheduled event time. Renter shall adhere to the following instructions for clean-up of the facility.

Banquet Room. Table trash, cups, plates, plastic ware, cake, food, decorations, etc. will be gathered and placed in proper receptacles. All cups will be emptied into sinks before being placed in the trash receptacles.

- (a) Restrooms. Trash will be picked up from the bathroom floors.
- (b) Outdoors/Patio. Trash will be picked up outside the building. Cigarette butts, cups, miscellaneous items left outside and on the patio area shall be disposed of in proper receptacles.
- (c) Kitchen Area. The kitchen is to be left as it is found. Wipe out sinks, wipe counters/tables/stovetop clean. Floors in the kitchen are to be left clean.
- (d) Trash. All trash will be bagged and removed from the building. All bags will be taken to the trash dumpster behind the cart barn in the corner of the parking lot.
- (e) Banquet Room Floor. All carpet in the banquet room will be vacuumed to the satisfaction of the Terrapin Hills staff in attendance.

Any necessary clean up by the Terrapin Hills Country Club of any items (a) through (f) will be charged to the card on file.

Optional Clean Up Fee \$100 No clean-up will be required at the conclusion of the event. Terrapin Hills will assume responsibility for the clean-up of the event. Any excessive damage or clean-up will be billed to the credit card on file. Terrapin Hills MUST be notified at least 48 hours prior to event if clean up option is selected.

Clean up Requested _____ YES _____ No

Banquet Room is expected to be left in the same condition at the end of the event that is was at the start of the event. Any damages will be billed to the credit card on file. Condition of the room is at the sole discretion of Terrapin Hills Country Club.

Liability and Security: Terrapin Hills will NOT be held responsible for lost or stolen articles or merchandise left on the premises prior to, during, or following an event. We reserve the right to inspect and control all private events on premises. Renter will be held responsible for any and all damages to the facility.

I have read and agree to all of the above requirements:

NAME

DATE

Terrapin Hills Representative

DATE

Terrapin Hills Representative

DATE

_____ Deposit Received

_____ DATE

