



2017

Room Rental Contract

Office Use Only

Rental Date: _____ Day of the Week: _____ Time of the Event: ____ to ____
Room Rented: Banquet Tee Room Conference Room Rental Charge: \$ _____

Contact Information

Name: _____ Phone: _____
Address: _____
Email: _____ Signature: _____ Date: _____

Base Rental Rates

Banquet Room (seats 160 people)

\$200 for 4 hours (before 4:00)

\$300 for 4 hours (after 4:00)

Tee Room (seats 72 people)

\$175 for 4 hours (before 4:00)

\$200 for 4 hours (after 4:00)

Add \$25 for each additional hour

Add \$50 for use of kitchen for cooking and extensive prep work

Linen Service

White square table (6 bundle) \$17__

White linen napkins (50 bundle) \$15__

White 8' rectangle tables (6 bundle) \$17__

White 6' rectangle tables (6 bundle) \$17__

Please allow 2 week notice

Renter is responsible for setting up tables and folding napkins

Security Deposit

A security deposit check of \$_____ is due upon booking. The check will be terminated or returned upon inspection of rented room after use. Please see the back of this contract for rental terms and policies.

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Rental Terms and Policies

Alcohol Policy: Locust Hills is in a dry township which prevents an LHGC associate from handling any alcohol. The renter takes full responsibility for the use and consumption of alcohol by your guests. Coolers must be placed either on the tile or outside patio

Decoration Policy Confetti, glitter, red punch, red crepe paper, and tape applied to walls is strictly prohibited from use in the banquet room. Candles must be in containers that will catch any wax and enclose the flame. Please consult with a Locust Hills associate if extensive decorating is planned. It is the renter's responsibility to set-up linens and fold napkins that have been rented from Locust Hills. Returning the linens overly spoiled or damaged may result in full or partial loss of security deposit.

Kitchen use: The kitchen is limited to only prep work and partial use of the refrigerator. If cooking is required then an additional fee may be required. Use of kitchen supplies is prohibited unless approved by an LHGC staff member.

General Policies– Locust Hills is a non-smoking facility. The rental fee includes use of the banquet room, adjoining porch, and parking lot. All other areas including the golf course is closed to non-golf fee paying guests.

Security Deposit– A pre-determined security deposit is required prior to the day of the rental. Any damage done to Locust Hills property, damage to vendors property, and failing to adhere to any of the above policies will result in either a partial or full lose of the security deposit. The security deposit will be refunded after a full inspection of the rented room is completed (1-2 days). Please make sure this check is separate from the rental payment.

Chairs and Tables– Locust Hills tables and chairs are not to be stacked. If excessive movement of tables and or chairs is needed please notify the pro shop staff in advance of your rental date. A small fee may be needed for excessive movement of tables and chairs.

Thank You for Your Business