

**MEADOWOOD GOLF COURSE
29800 CENTER RIDGE ROAD
WESTLAKE, OHIO 44145
Phone: (440) 835-6442**

RENTAL CONTRACT

Name: _____ Today's Date: _____ Event Date: _____

Address: _____ City: _____ Zip: _____

Phone (Day): _____ Evening: _____ Other: _____

Type of Event: _____ Number of People: _____

Setup Time (n/c): 1/2 hour prior to start Time In: _____ Time Out: _____

Email Address _____

Rental Charge: \$ _____

Additional Charges: \$ _____

Security Personnel Required: NO YES (\$36.00/hour cash payable by renter directly to personnel)

Type of Bar Setup: No Bar Pre-purchase Cash Bar (Pay as you go)

Open Bar (One tab at end – Credit Card required)

- **ALL ALCOHOL MUST BE ORDERED TWO WEEKS PRIOR TO EVENT.**

MAKE CHECKS PAYABLE TO "CITY OF WESTLAKE"

I HAVE READ, UNDERSTAND AND AGREE TO THE POLICIES AND PROCEDURES. I UNDERSTAND THAT IF MY GUESTS AND I ARE UNABLE TO ADHERE TO THE POLICIES AND PROCEDURES, WE WILL BE ASKED TO VACATE THE PREMISES. BY SIGNING THIS CONTRACT, THE RENTAL APPLICANT ACKNOWLEDGES THAT HE/SHE HAS READ AND AGREES TO ALL CHARGES AND THAT ALL GUESTS WILL ADHERE TO ALL RULES AND REGULATIONS OF MEADOWOOD GOLF COURSE AND THE CITY OF WESTLAKE.

Signature of Applicant: _____ Date: _____

Rental Balance: Amount \$ _____ Date Paid _____ Clerk _____

Type of Payment: Cash _____ Check # _____ Visa MasterCard

Exp. Date _____ Discover AMEX

Meadowood Golf Course Clubhouse Rental Information

Availability

January through December – 8:00 am to 12:00 am

Seating capacity: 64
Max. Occupancy: 100

NOTE: Later hours may be available with special permission of the Clubhouse manager. If rental time exceeds hours contracted the additional time or clean up fees will be charged at 1½ times the hourly rate.

FEES

WEEKENDS

Weekends - 2 hours minimum (Friday, Saturday & Sunday)	\$160.00
Additional hours	\$ 65.00
Flat rate (up to 6 hours)	\$380.00

WEEKDAYS

Weekdays - 2 hours minimum (Monday through Thursday, excluding holidays)	\$150.00
Additional hours	\$ 60.00
Flat rate (up to 6 hours)	\$350.00

Meadowood Golf Course Club House Rental Policies and Procedures

- Clubhouse will not be available on Thanksgiving weekend, Christmas Eve, Christmas, New Year's Eve or New Year's Day.
- All rentals are on a first come, first served basis. Signed contract and deposit are needed to secure the date. Phone reservations are not accepted.
- Applicant must be 21 years of age to rent the building.
- Smoking is not permitted in the building.
- Groups shall not arrive before the authorized rental time and shall leave the premises at the contracted end time. One half hour before rental time is allowed for set up. Clean up is to be done during the time of the rental. If rental time exceeds hours contracted the additional time or clean up fees will be charged at 1½ times the hourly rate.
- Any signage must be free standing and approved before posting.
- No storage space is available. Deliveries must be made no more than 2 hours before the event is to take place. Prior arrangements must be made with facility manager and may incur an additional charge if the facility would normally be closed at the time of the delivery.
- The room is expected to be returned to the condition that existed at the time of rental. All spills of any kind are to be cleaned by renter. If not renter will be billed an additional hour.

- The rental applicant shall be held responsible and will be billed for any repairs that are required. The rental applicant shall remove any decorations or signs inside and out. NO nails, or tacks are to be used on walls or ceilings.
- Open flame is prohibited (i.e. candles) by order of the Westlake Fire Department.
- Profanity and unruly or abusive language or behavior will not be tolerated and may result in ejection from the facility and/or termination of the event.
- Any misrepresentation of the description of the nature, type or size of use to be undertaken at the rental premises shall cause the applicant's rental agreement to become null and void at the opinion of the manager, and may preclude any future rentals of City facilities.
- Caterers must show a valid food service license.
- Caterers may use the sink area for cleanup and the refrigerator/freezers for temporary storage, if space is available. They will not be allowed to use the grill, fryer, burners, or other food preparation equipment. All food must be prepared off-site.
- Meadowood does not supply tablecloths, plates, or utensils.
- Only Meadowood staff members are allowed behind the counter and in the kitchen area.
- All beverages including beer and wine must be purchased from Meadowood Golf Course. Renters are not permitted to bring **any** alcoholic beverages. Meadowood reserves the right to check coolers and confiscate any illegal beverages.
- All alcohol must be ordered a minimum of two weeks prior to the event.
- No additional chairs or tables are to be brought into building. No additional tables or chairs will be supplied by Meadowood Golf Course. Set up is as is.

Security Personnel

- If auxiliary police are required they will be obtained by Meadowood Golf Course at a rate of \$36.00 per hour, payable by the rental applicant directly to the officer.

Cancellations

- Cancellations made at least two months prior to the rental date will be granted a full refund of the rental fee and the deposit. If cancellation notice is received after this period then a 90% refund of the rental fee amount will be returned provided the clubhouse is re-booked. If no re-booking occurs, the rental fee shall not be returned.

Please note: The City of Westlake or the employees of Meadowood Golf Course shall not be held accountable for any items that are lost or stolen at the facility from the rental group or member/companies providing services and equipment for the rental party. The rental applicant shall indemnify and hold harmless the City of Westlake, Meadowood Golf Course and any and all employees and agents at all times from any claims or damages on account of injury to anyone using the facility and/or grounds in connection with the function sponsored or operated by the rental applicant, and/or growing out of their use and occupancy of the said facility/grounds, or through any defect in said premises, including sidewalks adjoining the same and use or operation thereof.

Rental applicant must sign Rental Contract. By signing the contract, the rental applicant acknowledges that he/she is responsible for ensuring that all guests adhere to the above rules and regulations of the City of Westlake and Meadowood Golf Course.