



**For Office Use Only**

Paid \$ \_\_\_\_\_

Date \_\_\_\_\_

Cash    Check    Credit

Deposit \_\_\_\_\_

## Room Rental Contract

The below contract states fees associated to the room rental and the rules that follow. The contract needs to be returned to the manager sixty days prior to the requested party date. The signed copy will be kept with the manager. You will receive a copy signed by the manager before your party date.

The below information was gathered from the conversation with the manager on:

\_\_\_\_\_

**Your Requested Party Date is:** \_\_\_\_\_

**Your Requested Party Time Is:** \_\_\_\_\_

**Your Estimated Total # of Guest Is:** \_\_\_\_\_

**This Form Must be Signed and Returned By:** \_\_\_\_\_

\_\_\_\_\_ \$75 room rental Member Rate

\_\_\_\_\_ \$150 room rental Non-Member Rate

### Room Rental Agreement

1. A deposit of \$50 is due sixty days before event date, this deposit will be used towards room rental fee. This deposit is non-refundable.
2. Include this contract, signed, when you pay your deposit.
3. The remainder of the rental fee is due the day of the event.
4. The below signee is responsible of general cleaning of the banquet room (sweeping, clearing tables and returning room to pre-party condition). All decorations used must be taken down.
5. DCC staff will mop banquet room at nights end.
6. **No confetti may be used for parties. (\$20 cleaning fee added if used)**

7. Any table and chair arrangements must be made known to management at least one day prior to event to allow for proper set-up.
8. Setting up for party is done the day of party unless the room is available the night before.
9. There will be no hanging décor on the walls, all décor must be put on easels for event.
10. Open bar will be available for parties. 15% gratuity will be added to bar and food bill.
11. The below signee is responsible for their guest. Please keep your party from playing on or around the putting greens or other parts of the golf course.

I agree to the above set of fees and rules of the room rental agreement.

_____	_____
(Print Name)	(Club Manager)
_____	_____
(Signature of Renter)	(Signature of Club Manager)
_____	_____
(Date Signed)	(Date Signed)

**We thank you for choosing Delphos Country Club to host your event.**

\_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_