

Attach Receipts
Here

Name: _____

Rental Date: _____

Rental Start Time: _____

Deposit Amt.: _____

Date Rec.: _____

Rental Pay.: _____

Date Rec.: _____



South Granville Country Club

P.O. Box 721
 2539 Sam Moss Hayes Rd.
 Creedmoor, NC 27522
 919-528-0003
Proshop@sgconline.com

Non-Member Six 6 Hour Banquet Hall Rental Agreement

Please Print:

Renter's Organization (if applicable): _____

Name: _____ **Phone #** _____

Address: _____

GENERAL: This agreement is between the above-named tenant ("Renter") and South Granville Country Club; Inc. ("Club"), for the temporary use of the club's Banquet Hall. The renter shall comply with all applicable laws and regulations and shall not use or occupy the Hall for any unlawful purpose or permit others to use or occupy the Hall for any unlawful purpose.

BANQUET HALL RENTAL FEE: Renter agrees to the use of the Banquet Hall for a six (6) hour period starting at _____ on _____ and ending at _____ on _____ for the fee of **One Thousand Dollars (\$1000.00)**. The fee must be paid in full prior to the rental start time. Set up and clean up times are _____. Except for persons performing cleanup activities, if the Banquet Hall is occupied after the ending time, there will be a charge of **One Hundred Dollars (\$100.00)** per hour or any part thereof.

DEPOSIT: The security deposit is a separate fee from the hall rental fee. Renter shall pay to the club the sum of **Eight Hundred Dollars (\$800.00)** to hold the Banquet Hall as reserved for the requested date and time above. Reservations are not held until the deposit amount is received in full. The deposit may not be used as payment of the rental fee.

RETURN OF DEPOSIT: Upon completion of renter's obligations under **Post Rental Check List** below, and a satisfactory inspection by a club representative, the club shall return to renter the deposit minus any amounts deemed necessary to repair damages inflicted upon the facilities, equipment and/or property by renter and/or renter's guests, invitees, contractors, and all other persons whatsoever who enter the hall during the rental period, whether such persons did so with renter's knowledge or consent. The club may retain part or all of the deposit for cleaning expenses or as otherwise noted within this agreement. **Provided all refund obligations are met, your deposit will be processed by the club manager or accountant and may take up to 5 business to process. Unless other prior arraignments are made, we will mail your refund to the address provided above.**

SECURITY FEE: There will be an additional nonrefundable fee of up to Five Hundred Dollars (\$500.00) for off-duty Granville County Sheriff's deputies who will be on the premises to ensure renter's associates, guests, invitees, and contractors comply with all terms and conditions of this agreement and do not enter or occupy unauthorized areas of the club or grounds. Any person found in or attempting to enter an unauthorized area is subject to a charge of criminal trespass.

No Firearms or weapons of any kind are permitted on premises during any part of the rental period.

CANCELLATION: The reservation deposit may be forfeited, wholly or in part, if this reservation is cancelled less than 14 days prior to the rental date. Forfeiture of the deposit is subject to a review by the club's Board of Directors.

GUEST CONDUCT, PARKING LOT AND NOISE:

- a) Renter is responsible for the conduct of their associates, guests, invitees, and contractors.
- b) The parking lot is for motor vehicle parking only and shall not be used as an overflow or party area.
- c) **Music:** While we allow bands, DJs and other types of musical entertainment in the hall, **all music and noise shall cease at 11:00 PM. No exceptions!** No amplified music is allowed outside the hall at any time.
- d) To limit the disturbance to our neighbors, all exterior doors shall remain closed.

USE OF GROUNDS PROHIBITED: Renter agrees associates, guests, invitees and/or contractors shall not enter, use, or occupy any area of the golf course, pool or pool house or any other building, pond, cart path or clubhouse building, except the banquet hall, without prior written consent from the club as noted below. Use of additional facilities by the renter may be requested at the time of the rental.

DAMAGE TO CLUB FACILITIES, EQUIPMENT OR PROPERTY: Except for typical wear and tear, Renter is liable for any loss or damage to the club's facility, equipment, or property as the result of the rental. Renter agrees to pay for any damages to any part of the facilities, equipment, furnishings, or property caused by misuse or destruction of same. **Do not drag or push tables or chairs across the floor.**

ALCOHOLIC BEVERAGES: Alcoholic beverages may be served to renter's associates, guests, invitees, and contractors, provided the renter notifies the club in advance and obtains an ABC Special Notice Permit from the Club Manager at the time of reservation. This permit must be displayed in a prominent location during the time of the rental. The cost of the permit is \$25.00 and must be paid in advance. Renter agrees that NO person less than 21 years of age will be served any form of alcoholic beverage. Renter further agrees, provided any associates, guests, invitees and/or contractors consume alcoholic beverages, renter will be held responsible for their actions. All alcoholic beverages served during the rental must be consumed on club property. **Alcoholic beverages may not be sold to renter's associates, guests, invitees, and contractors, except by a properly permitted or licensed caterer or vendor.**

x _____ (Renters' Initial).

SMOKING: Smoking is **not** permitted inside the Club House or Banquet Hall. Smoking is permitted on any outdoor deck away from doorways. All tobacco debris must be disposed of properly. Ash trays are available in the kitchen for use outdoors. Please empty, clean, and return ash trays to storage after rental.

CAPACITY: Maximum capacity of the Banquet Hall is two hundred (200) people as determined by the Granville County Fire Marshall's office. **Emergency exits shall be unlocked and pathways unobstructed during the rental period.**

TABLES AND CHAIRS: Six-foot rectangular tables and padded chairs are available for renter's use. Following the rental, all tables and chairs must be cleaned and returned to storage or their original location.

KITCHEN AND APPLIANCES: Use of the kitchen area and the appliances for food preparation/staging are included in the rental. Renter agrees the club's kitchen appliances, utensils, etc. will be used for their intended purpose only. Any kitchen appliance used must be cleaned and all food removed. All serving utensils, dishes, etc. belonging to the club must be washed, rinsed, dried, and returned to proper storage area. Counters must be cleaned and any food debris removed.

ELECTRIC APPLIANCES, EXTENSION CORDS AND POWER STRIPS: Small Electrical appliances supplied by the renter's associates, guests, invitees and/or contractors are permitted provided they do not overload any electrical circuit. Extension cords, wires or cables must be kept out of pathways, aisles and secured to the floor with adhesive tape or cord/cable protectors designed for such purpose. Any adhesive tape used to secure cords, cables or wires must be completely removed including adhesive residue following the rental. No more than one power strip may be plugged into any wall receptacle. Appliances or devices plugged into any wall receptacle or power strip must not exceed the power capacity of the power strip or wall receptacle. Renter assumes all risk associated the use of any electric appliance, extension cord or power strip.

ICE MACHINE: Access to and use of the club's ice machine is available for a fee of Twenty-Five Dollars (\$25.00). Ice must be transported and stored in coolers or containers manufactured for such purpose. Trash cans, plastic bags, etc. may not be used to transport or store ice. Access to the ice machine is available only while the pro shop is open. x _____ (Renters' Initial).

UNLOADING AND LOADING:

Renter may temporarily park a vehicle in the grass area between the clubhouse building and pool area adjacent to the access ramp for the purpose of unloading or loading equipment, food, supplies, etc. The vehicle must be moved to the parking lot immediately after unloading or loading is completed. Only one vehicle may be parked for unloading or loading at a time. Renter must not block access path to the parking lot or paved path used by golf carts or golfers.

DECORATIONS: All decorations must be temporary in design, construction, and application. Temporary decorations **SHALL NOT** be affixed to any surface using mechanical fasteners including nails, screws, staples, push pins, thumb tacks etc. or permanent adhesives. The use of non-marring removable adhesive tape or devices is required. No permanent changes (painting, nailing, etc.) are permitted and the club's permanent wall decorations, table decorations, etc., are to be returned to their location. Absolutely NO paint, markers, marking pens or pencils or crayons may be applied to any surface of the building or Hall. Aerosol crazy-string and like products are prohibited. Confetti, or any type of glitter must be swept up and removed following the rental. Throwing rice is prohibited. No candles or open flames and no fog machines are permitted.

All temporary decorations including adhesive tape and devices and all decorating materials must be removed and discarded following the rental. x _____ (Renters' Initial).

CLEANUP/TRASH REMOVAL & LOCKING UP: All floors must be swept clean and wet mopped if drinks or liquid is spilled. Cleanup must be completed immediately following the rental. All trash and debris will be removed from restrooms. No waste will be left in restroom sinks or toilets. Do Not place ice or food waste in toilets. Trash or garbage shall NOT be left in the building or on the decks or entry porches overnight. All trash and garbage must be placed in the dumpster located in the parking lot near the tennis courts. Renter will turn off all lights and HVAC systems prior to leaving the building. Renter agrees to securely lock all exterior doors prior to leaving. If the Pro Shop is open, keys may be returned immediately otherwise, keys must be returned within three days. The Pro Shop is closed on Mondays.

Do Not dispose of trash, wrappers, bottle caps, bottles, cans, cigarette or cigar butts or food in any mulched area. Do not dump or pour mop bucket water into any mulched area.

KEYS: Renter will receive Banquet Hall keys for the above rental period. Keys shall not be duplicated or copied and are the responsibility of the renter. Lost or non-returned keys will cause forfeiture of deposit.

HOLD HARMLESS AGREEMENT: Renter accepts all risk, and agrees to hold South Granville Country Club, INC, its Directors including Officers and any of its staff harmless from and against all claims, losses, liabilities, and damage, and all costs and expenses arising directly and indirectly at or relating to; the use of club facilities or furnished equipment and any loss, damage, theft or condition on renter's or their associates, guests, invitees, and contractors' property.

Notes _____

RENTER agrees to the above terms and conditions for rental/use of the South Granville Country Club; Inc. Banquet Hall Facility.

SIGNATURE _____

DATE _____

X _____ (Renters' Initial). Renter acknowledges the condition of the Banquet Hall and all equipment is satisfactory prior to the rental and will return it in the same condition. Additionally, renter has been issued keys to the banquet hall.

Post Rental Check List
(To be completed following the rental)

Please indicate acceptance.

Renter Club

_____ _____ All tables & chairs have been returned to their original location or the storage room.

_____ _____ All kitchen appliances are cleaned and the refrigerator is empty.

_____ _____ All serving utensils, dishes, etc. are washed, rinsed, dried, and returned to proper storage.

_____ _____ Counters are cleaned and any food debris removed and disposed of properly.

_____ _____ All floors are clean and no soiled or stained areas are visible.

_____ _____ All trash and garbage are placed in the dumpster located in the SGCC parking lot.

_____ _____ No trash or garbage has been left in the building, on the decks, entry porch or around the pool, course or grounds or parking lot.

_____ _____ No trash, wrappers, bottle caps, bottles, cans, cigarette or cigar butts or food in any mulched area

_____ _____ All Banquet Hall, kitchen and restroom lights and HVAC systems are off.

_____ _____ All Keys have been returned.

Notes: _____

Signature of Renter or Agent _____ **Date** _____

Club Use Only: The refunded deposit in the amount of _____ was mailed on _____.

(SIGNATURE OF CLUB MANAGER)

Date

(Revised Dec 2023)