

# Country Club of Newberry Facility Lease

Date: \_\_\_\_\_

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

Email Address of Lessee: \_\_\_\_\_

Address of Lessee: \_\_\_\_\_

Time of Lease: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Expected # \_\_\_\_\_

Description of event:

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**Lease Fee: \$900.00 (subject to change)**

**Deposit to hold: \$200.00 (will be deducted from \$900.00 at completion)**

- A deposit of \$200.00 and a copy of the signed lease agreement must be returned to the Clubhouse Coordinator to secure a date for your event. The balance will be due 14 days prior to the date of the event. **The deposit of \$200.00 is non-refundable** if the event is cancelled but will be applied toward the total cost of \$900.00 if the event is completed.
- Rental includes: the Clubhouse for the day (8:00 A.M. - 12:00 Midnight), set up of tables, chairs and clean up after event. The caterer is responsible for cleaning the kitchen. All rules must be adhered to.
- Fee does not include any use of Club dishes, linen, or decorations.
- Fee does not include entry to Clubhouse the day before for rehearsal, decorating, or installation of ambient lighting or special effects. Due to extensive schedules, we cannot allow this the day before unless the Lessee has paid an additional fee for the use of the Clubhouse. We offer a per hour rate of \$75.00 on the day before if the Clubhouse is available with a two-hour minimum, 5 hour maximum. You must come in from 8:00-4:00.
- The renter agrees to rent a minimum of 5 hours if the event is installing ambient lighting or special effects that would require entry to the clubhouse the day before the event. (\$375.00 fee)
- Rental is for upstairs space only and not any of the downstairs areas.
- The Clubhouse Coordinator must be advised of deliveries for the event prior to the delivery. Deliveries of rented chairs, tables, plants, etc. will be allowed only on a drop off basis the day before IF the Club is not being used. No decorating will be allowed on day before as per previous rule unless appropriate fee has been paid.
- Renter agrees to describe the event accurately. Renter may forfeit all fees paid if it is learned that any use other than the described event description is intended.
- The renter agrees NOT to sub-rent to any other person and states that the renter is using the facility for the event described above and NO admission fees are to be charged for any event being held at this facility.
- The renter shall find the facility to be in a clean condition and hereby agrees to leave the said facility and surrounding areas in a clean condition. The rental fee includes general cleaning; however the renter is responsible for placing trash in trash cans at the back of the building.

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- Any events bringing beer, wine, and/or liquor onto the facility property is covered under the club's license as long as it is not being sold. No event can sell beer, wine, and/or liquor.
- Lessee is responsible for any damage or excessive abuse of the property.
- PLEASE FOLLOW ALL CDC AND DHEC GUIDELINES TO MINIMIZE THE SPREAD OF COVID-19. PLEASE ALSO PRACTICE SOCIAL DISTANCING.
- **LAYOUT MUST BE TURNED IN 10 DAYS BEFORE YOUR EVENT**
  
- **NOTE: Your rental time ends at 12:00 midnight. Your trash must be cleaned up and your belongings taken with you when you leave. You cannot come back another day to clean or collect items. This also applies to your caterer. All dishes, warmers, etc. must be taken when the caterer leaves.**

### IMAGE/TECHNOLOGY USE - Lessee PERMISSION Required

Information about the Country Club of Newberry is routinely made available to the public through a wide range of mass media. This includes local newspapers, television and radio stations, newsletters, newspapers and the Internet. In order to protect your privacy while also providing opportunities for recognition, the Country Club of Newberry requires that permission be obtained before any image or name is used.

*I give my permission for the Country Club of Newberry to use my pictures in a photograph, videotape, or slide. This includes individual Country Club pictures, videos, local news media (newspapers, radio and television) newsletters and the club website.*

**Yes**    **No**   **(Lessee & Lessor must initial)**

- Set up sheet for the event must be supplied to the Clubhouse Coordinator 14 days prior to the event taking place.
- NO EXOTIC (male or female) DANCERS, Fashion Shows, etc. are permitted at the Country Club of Newberry.
- **NO CONCEALABLE WEAPONS ALLOWED** (Sect. 16-23-420, SC State Law)
- No property shall be removed from the clubhouse. No furniture shall be moved in the front entrance room.
- No decorations allowed in the front room except on the mantle and tables.
- Absolutely no rice, birdseed, or confetti of any kind inside the clubhouse. Helium balloons may be used for decorating, provided they are properly secured. Candles may be used provided something is used to catch the drippings. Any candle wax on linen will be subject to violation of the rules and policies and subject to an additional fee.
- Any property of the renter must be removed from the facility immediately following the event unless arrangements are made with the Clubhouse Coordinator in advance.
- The renter must turn off lights, air conditioner or heater, stove, and grills and lock all doors and return the clubhouse key to the drop box on the door of the Pro-Shop.
- The renter agrees to hold harmless the Country Club of Newberry in any way for any accident or injury which may occur to a person or persons on the premises during the rental period. The renter also agrees to hold harmless the Country Club of Newberry for any items left unattended, misplaced, or unclaimed during or after the rental period.
- I, the undersigned lessee, acknowledge and agree to abide by all club rules and policies by signing the lease agreement. All State policies regarding alcohol will also be strictly enforced. I also understand that I am responsible for any fines and damage done to the facility while under rental.

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Lessee-Function Host \_\_\_\_\_ DATE \_\_\_\_\_

Lessor CCN \_\_\_\_\_ DATE \_\_\_\_\_

Date deposit paid: \_\_\_\_\_ Amount \_\_\_\_\_ Balance Due \_\_\_\_\_