

808 James Doak Parkway
Greensboro NC 27455
Phone 336.644.0006 * Fax 336.644.0066

MEMBER CLUBHOUSE RENTAL CONTRACT

Thank you for choosing the Ridgewood Club for your event!

Please read and complete the following rental contract in its entirety. It is the responsibility, of the Renter, to direct any questions to the Club Managers pertaining to policy. Please note: the Ridgewood Club reserves the right to refuse rental to any individual or organization without explanation. Upon your signature and initials, you agree to the Club's rules and policies in this rental contract. The Renter's signature OR initials are required on every **red** line.

All Clubhouse rentals must end by no later than 1:00am.

RENTER INFORMATION

Name _____ Cell Phone _____
Address _____ Home Phone _____
_____ Work Phone _____
Email Address _____

RENTAL INFORMATION

Date of Rental _____ Total Rental Hours _____
Time of Rental (includes setup and breakdown) _____

Rental Fee Main Floor: **\$75.00/hour** X _____ number of hours =\$ _____

Rental Fee Studio Upstairs Room : **\$100.00/hour** X _____ number of hours =\$ _____

**Full payment of rental is required at least 2 weeks prior to rental date.
If reserved within 2 weeks of rental, then full payment is required with contract by credit card.*

Description of Rental _____ Number Expected: _____

**Due to the fact that multiple events can be conducted simultaneously, parking is on a "first-come, first-served" basis.*

Which of the following will be used / served?

Food Beverages Decorations Music/DJ Ice TV/DVD Folding Tables

**The Club does not have an exclusive arrangement with any caterer or DJ. You are welcome to contract separately with the caterer of your choice, or provide your own food. .*

RENTAL FEES

\$ 100 Facility Reservation Charge/Cleaning Fee:

Ridgewood Clubhouse rentals are on a first come, first served basis. Along with a completed contract, the Renter is required to pay a \$100 non-refundable Reservation Fee/Cleaning Fee. The rental date will not be secured until this payment and contract are received. This payment includes your cleaning fee. Please note, the Club only accepts Visa and MasterCard/AMEX. If the rental is cancelled within 14 days of the rental date, the Club retains 50% of the total rental fee.

Credit Card #: _____ Exp. Date: _____ 3-Digit Security Code: _____

Signature _____ **Date** _____

This credit card will also be kept on file for security purposes and must be provided regardless of the primary method of payment for the remaining Rental Balance. It is required to provide a signature under the credit card you listed. This signature enables the Club to charge any excessive damages or cleaning charges incurred from rental use to the credit card listed if the sum of damages is greater than the security deposit.

Security Deposit:

All rentals require a \$200 Security Deposit. As a Member of the Club a separate check is not required to hold this fee. In the event the Renter does not fully carried out all the terms and conditions listed in this Contract, all or part of the Security Deposit shall be charged to the Credit Card on file. If you would like to provide a different card number or separate check, please notify management upon delivery of this contract. Please circle preference below.

Amount: \$200 **Credit Card on File** **Check: #** _____

**If a check is returned due to insufficient funds, full payment plus the returned check fee must be paid in cash.*

Security Deposits Automatic Full/Partial Forfeitures

This list includes but is not limited to:

- If any damage is sustained to the Club, pool, or surrounding area while in possession of the rental contract.
- Renter Occupancy exceeds the times specified for the event.
- Renter does not leave the facility in a clean and rentable condition such as it was found.
- If the Renter sets off a false 911 call, non-emergency fire alarm, or any other action causing the evacuation or the need of emergency personnel or Club Management to arrive for an unneeded cause prior to, during or after an event.
- Renter must be present at event at all times, NO EXCEPTIONS.
- The Renter and all guests on the property during the rental are to use only those areas of the facility that are specified on the contract.
- Full Deposit will be lost if alcohol was found to be present at an event that was stated in the contract to be alcohol-free.

Signature _____ **Date** _____

RENTAL RULES

1. The Renter whose name appears on the rental contract must be 25 years of age or older and must be **ON-SITE** during the entire rental function. Any function for those under the age of 18 must have adult supervision at all times.
2. Promotional materials or items distributed prior to or during the event by mail, via the internet, or by hand, must be approved by Club Management at least 7 business days prior to distribution. The Ridgewood Club reserves the right to edit all materials. Any unauthorized promotions may result in cancellation of the event and loss of security deposit.
3. The Renter must have all decorations approved by Club Management and may not use any decorations that will cause damage to the walls, wood, floor, windows or any other part of the Club. Decorations may be attached by string only, NO staples, screws, nails, or tape of any kind is permitted. Confetti is not permitted. We do not allow candles, open flames of any kind, or fires in the fireplace.
4. If you must arrive early to decorate or stay after to clean up, that time must be included as part of your rental usage time. Any contracted work, i.e. caterers or DJ's must also comply with the agreed upon time. The Renter must supply any additional tables, chairs, etc., that may be needed and are not on the premise. If any additional equipment is going to be used, please make arrangements with Club Management no later than one week prior to the event. All additional equipment must be removed when the rental is scheduled to finish unless other arrangements are made with the Club Management. If this rule is not complied with, additional fees may apply.
5. Management has the right to be present or visit the Club during the rental to make sure all the rules and policies are being followed. If during the visit Management finds any rule violations, the Manager on Duty will enforce such rules and/or end the function with loss of fee and deposit.
6. I understand that surveillance devices may be used on the premises at any point prior to, during or after my event. The purpose of such surveillance devices is for the safety and security of guest and the property of the Ridgewood Club. I understand that the video from the surveillance devices may be used as evidence for prosecution or damage assessment if necessary.
7. In compliance with the Guilford County Noise Ordinance, all rentals are required to play any music in moderation so that it does not disturb area residents. If noise complaints are made or staff has had to repeatedly request that the volume be lowered, the Club reserves the right to terminate the Renter's contract without refund of fees or deposit. The Noise Ordinance is strictly enforced. It is the Renter's responsibility to make any contracted workers aware of this county policy and understand that the Police department has the authority to terminate the event should said event become too loud or unruly.
8. The Ridgewood Club will not be responsible for any Acts of God such as extreme high or low temperatures, winds, hurricanes, power failures, flooding or fire. We take every precaution to provide a safe, comfortable and enjoyable environment for unknown circumstances or acts beyond

our control. If the Clubhouse becomes unavailable, all security deposits and rental fees will be refunded to Renter.

9. The Renter may NOT charge admittance to the Clubhouse during the rental.
10. Attendance at the event may not exceed the number specified in this contract.
11. The Club reserves the right to require an off-duty Police Officer to be present at any event during the entire party if deemed necessary by the nature of the event at the expense of the Renter.
12. There is NO SMOKING permitted anywhere on Club property.

I have read and agree to abide by and enforce all rules that have been listed above.

Signature _____ **Date** _____

FIRE & ALARM CODE POLICIES

Management reserves the right to retain the full Security Deposit if the Renter sets off a false 911 call, non-emergency fire alarm, or any other action causing the evacuation or the need of emergency personnel or Management to arrive for an unneeded cause prior to, during or after an event. This fee is to cover charges billed to the Club by the City of Greensboro for a False Alarm Call. It is also the full responsibility of the Renter to make sure that the facility is secure upon leaving. This includes all doors being locked and alarm being activated.

Signature _____ **Date** _____

LIABILITY

The Renter hereby agrees to indemnify and hold harmless the Ridgewood Club and all owners, officers, directors, employees, and, from any and all claims, actions, damages and liability associated with personal injury and/or damage to property, including cost of the investigation, litigation expense, appeal costs, and attorney fees, arising out any claims or suits which result from any negligent act of the Renter, his/her agents, employees, or invitees. In the event that the Renter is made a party to any litigation, the Renter shall protect and hold harmless the Club from any and all liability that may result therefrom.

Signature _____ **Date** _____

LIQUOR POLICY

Ridgewood does not have a liquor license and liquor may not be served on the premises without securing a one-day liquor license. The designated party renting the facility is responsible for securing the liquor license and shall provide Ridgewood with a copy in advance of the function.

Signature _____ **Date** _____

ACKNOWLEDGEMENT OF CONTRACT

I, hereby acknowledge that all information provided on the contract is true and correct. Misrepresentation or erroneous information on the contract constitutes grounds for denial of this and future applications for the use of the Ridgewood Club.

I have read and understand the rules, terms, and conditions written in the contract. I will abide by the rules and further understand all or portions of the deposit will be kept by the Ridgewood Club to cover any damages, missing items, or violation of the rules, terms and conditions set forth in this agreement. I also understand that as the Responsible Party, I am responsible for the actions of all the attendees and/or outside contractors present at the event. I understand that as a renter I must be at least 25 years of age, and I have provided a copy of a government-issued ID to the Ridgewood Club.

Signature _____ Date _____

Total Rental Payment:

Rental Fee \$75.00/100.00/hour x _____ # hours + \$100 Cleaning/Reservations Fee = \$ _____

Tables \$10 per table _____

Officer(s) \$25/hr x _____ # officers = \$ _____

TOTAL: \$ _____

FOR OFFICE USE ONLY

Rental Contract

Date Received _____ Verification of Age/ID _____

Reservation Payment **\$100**

Date Paid _____ How Paid _____

Security Deposit Payment **\$200**

Date Paid _____ Check # _____

Total Rental Payment:

TOTAL: \$ _____ Date Paid: _____ How Paid: _____

MGR initials _____

Additional Comments/Charges: (if applicable)

Contract Effective: October 1, 2018

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