

# Cambrian Hills Golf Course

1137 Municipal Road, Hastings, PA 16646 | (814) 247-8521 |

## Banquet Room Rental Agreement

Event Date	Event Time
Set Up Date	Set Up Time
Name(s)	
Phone #	Phone #
Email	
Type of Event	# of Guests

*Banquet Room Rental is for Five (5) Hours. Special arrangements may be made in advance for additional time.*

<u>Banquet Room Rental Fee:</u>	\$250.00	Includes tables and seating with multiple variations. Seating is comprised of 106 chairs. Additional seating arrangements are possible.
<u>Security Deposit:</u>	\$50.00	Security Deposit is non-refundable and will be credited toward the Banquet Room Rental Fee upon final payment for said event.
<u>Bartender &amp; Beverage:</u>	\$50.00	Required if a dedicated bartender is requested. Existing staff will serve all patrons on a first come basis. All beverage, including but not limited to; alcoholic beverages, tea, soda, Gatorade, juice, coffee, water, etc., must be purchased from Cambrian Hills Golf Course.

<u>Janitorial Fee:</u>	\$35.00	Optional. If selected, no cleanup will be required at the conclusion of the event. Cambrian Hills Golf Course will assume responsibility for the cleanup of the event. Any excessive damage or cleanup will be billed to the credit card on file. Cambrian Hills Golf Course must be notified at least forty-eight (48) hours prior to event if Janitorial option is selected.
------------------------	---------	--

Set Up: Event set up is the responsibility of the Renter. Set up time must be arranged with Cambrian Hills Golf Course at least one (1) week before the date of the event. Set up time is to be used for decorating and arranging only.

Decorations: Renter agrees that decorations shall not be attached to the walls, ceilings, existing wall decorations, woodwork, ceiling fixtures, window treatments, by use of nails, scotch tape, staples, etc., without Cambrian Hills Golf Course approval.

Food: All food must be purchased from and prepared by a recognized caterer. This includes any and all appetizers, entrees, and desserts. Special arrangements may be made in advance. Any refrigeration needs must be coordinated ahead of time. Ask us about our Preferred Caterer’s List.

Bar Options: Cash Bar-Event guests purchase all beverages from the bartender.  
Hosted Bar-Event Host purchases all beverages throughout the entire event.  
Open Bar-Event Host preauthorizes beverage purchases up to a certain dollar amount. Any sales above said dollar amount will be treated as “Cash Bar”. Totals will be provided during the event.

Janitorial: Clean up of the Banquet Room will be completed no later than one (1) hour after the end of the scheduled event time. Renter shall adhere to the following instructions for cleanup of the facility:  
(a) Banquet Room. Table trash, cups, plates, plastic ware, cake, food, decorations, etc. will be gathered and placed in proper receptacles. All cups will be emptied before being placed in the trash receptacles.  
(b) Restrooms. Trash will be picked up from the bathroom floors.  
(c) Outdoors/Veranda/Patio. Trash will be picked up outside the building. Cigarette butts, cups, miscellaneous items left outside and on the veranda/patio area shall be disposed of in proper receptacles.  
(d) Kitchen Area. Per a separate agreement if necessary.

(e) Trash. All trash will be bagged and removed from the building. All bags will be neatly set outside the side door of the Banquet Room.

(f) Banquet Room Floor. All Carpet in the Banquet Room will be vacuumed to the satisfaction of the Cambrian Hills Golf Course Representative in attendance. Any necessary clean up by Cambrian Hills Golf Course of any items (a) through (f) will be charged to the credit card on file.

Condition:

Banquet Room is expected to be left in the same condition at the end of the event that it was at the start of the event. Any damages will be charged to the credit card on file.

Liability & Security:

Cambrian Hills Golf Course will not be held responsible for lost or stolen articles or merchandise left on the premises prior to, during, or following an event. We reserve the right to inspect and control all private events on premises. Renter will be held responsible for any and all damages to the facility.

I have read and agree to all of the above requirements, conditions, and policies:

Name\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

Cambrian Hills Golf Course\_\_\_\_\_

Date\_\_\_\_\_

\_\_\_\_\_Deposit Received

Date\_\_\_\_\_