Lincoln Valley Golf Course

1538 235th Street

State Center, Iowa 50247

641-483-2054

Clubhouse Rental Agreement

 The undersigned, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) agrees to rent the ballroom

Facilities of Lincoln Valley Golf Course on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), and hereby takes responsibility for damage or theft caused in the time period for which you are contracted. The undersigned is subject to all rules and regulations set forth by the West Marshall Golf Course Association Board of Directors.

 It is also understood that the undersigned is renting the ballroom facility only and that the bar area will be accessible for your event but will remain open to the patrons and members of Lincoln Valley Golf Course.

The rental fee is:

 A $300.00 security deposit and $200.00 rental fee for a Member. Total amount due with signed contract is $500.00.

A $300.00 security deposit and $400.00 rental fee for all Non-Lincoln Valley Member. Total amount due with signed contract is $700.00.

Once the event is over the facilities will be inspected for damage, theft, and cleanliness as compared to the original condition of the facilities. Lincoln Valley will return the security deposit within 7 days of the event if the facilities are found to be in the original condition prior to the event.

 Note: All cleaning/pick-up described below must be completed as soon as the event is completed unless previous arrangements have been made. Please note that a minimum fee of $75.00 will be deducted for any pick-up or cleaning needed. Additional clean-up will be charged at a rate of $50.00 per hour.

 Lincoln Valley will allow decorations to be used only with prior authorization of the type and installation of proposed decorations.

 It is also understood that all guests will not be allowed on the course, including the practice green. This is for their safety as well as the condition of our course.

 The undersigned is responsible for cleaning the kitchen and ballroom as follows: cleaning/pickup of tables and chairs; dry mopping wooden floor/vacuuming carpet in ballroom; removal of all decorations; removal of all personal items and cleaning of kitchen including all used pans/dishes/service/etc. Note: The tables must be stacked on the carriers face down, the stackable chairs must be stacked 8 per stack and moved only with the provided chair cart, and the folding chairs must be hung properly on the chair rack.

 We do offer a clean-up fee of $250.00. It is an option, used for anyone who doesn’t wish to stay and clean up after your event. We will take care of it for you.

Lincoln Valley will be responsible for scrubbing the ballroom and kitchen floor and cleaning the bar area and restrooms. All decorations that were brought in for your event must be removed the same night of the event. Lincoln Valley shall not assume responsibility for articles that are lost or stolen by anyone using the club facilities.

 The maximum occupancy for seating in the ballroom is 300. All functions taking place at Lincoln Valley must conclude by 1:00 A.M. Lincoln Valley reserves the right to stop a function at any time, if the function becomes unruly.

 The security deposit is refundable due to cancellation, only if the Clubhouse Manager is notified at least 9 months prior to the rental date. Lincoln Valley will maintain the security deposit paid if not cancelled 9 months prior to the event date.

 All beverages (including pop) must be purchased through the Lincoln Valley Clubhouse. It is in violation of state law to have in your possession and/or consume alcoholic beverages on the grounds or in the clubhouse that are not purchased through Lincoln Valley.

Lincoln Valley reserves the right to refuse service to anyone who is not 21 and/or can’t produce a valid I.D. and/or appears to be intoxicated. Anyone acting in a manner considered abusive will be asked to leave the premises.

Please have all liquor orders placed by the Tuesday before the event. We will take any special order of any wine, champagne, or any other drink you would desire.

 You can purchase a maximum of two kegs, for a price of $275.00 a keg.

Thank you for choosing Lincoln Valley Golf Course!!

 We look forward to serving you and your guest! 

lincolnvalley@partnercom.net 641-483-2054

Renter’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Angie Christensen Mgr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

Summary of bill….. 

Deposit…. $300.00

Rental Fee…… $200.00 or $400.00

(Member or Non-Member)

Total amount due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Received By) (Date)

(Payment Type)

Extras… (Please place order Tuesday prior to event. Can be paid on set up day)

Kind of Kegs ($275.00 per keg)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Champagne or Wine wanted for head table during toast… (# of bottles)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Due for kegs & wine: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clubhouse Rental Agreement for:

Graduations/Holiday Parties

The undersigned, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) agrees to rent the ballroom

Facilities of Lincoln Valley Golf Course on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), and hereby takes responsibility for damage or theft caused in the time period for which you are contracted. The undersigned is subject to all rules and regulations set forth by the West Marshall Golf Course Association Board of Directors.

 It is also understood that the undersigned is renting the ballroom facility only and that the bar area will be accessible for your event but will remain open to the patrons and members of Lincoln Valley Golf Course.

Amount Due for event: $175.00

(Received by) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Renter is responsible for setting up and tearing down for event. All cleaning/pick-up described below must be completed as soon as the event is completed unless previous arrangements have been made.

 Lincoln Valley will allow decorations to be used only with prior authorization of the type and installation of proposed decorations.

 It is also understood that all guests will not be allowed on the course, including the practice green. This is for their safety as well as the condition of our course.

 The renter is responsible for cleaning the kitchen and ballroom as follows: cleaning/pickup of tables and chairs; vacuuming carpet in ballroom; removal of all decorations; removal of all personal items and cleaning of kitchen including all used pans/dishes/service/etc. Take out ALL trash to the dumpster. Note: The tables must be stacked on the carriers face down, the stackable chairs must be stacked 8 per stack and moved only with the provided chair cart, and the folding chairs must be hung properly on the chair rack.

All beverages (including pop) must be purchased through the Lincoln Valley Clubhouse. It is in violation of state law to have in your possession and/or consume alcoholic beverages on the grounds or in the clubhouse that are not purchased through Lincoln Valley.

You may bring in water, lemonade, tea, coffee, and punch.

Renter’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank You for choosing Lincoln Valley Golf Course!!