



WCC Upstairs Rental Agreement

Event Name: _____
Event Date: _____ **Event Time:** _____
Contact: _____
Address: _____
Cell Phone: _____ **Home Phone:** _____
Email: _____

Upstairs room rental fee is \$100 for Members and \$200 for non-Members

Rental of Wahkonsa Country Club banquet room will entitle the renter to available tables and chairs from Wahkonsa. The renter is responsible for their own setup of tables and chairs in accordance with the event. If specific room setup is required by Wahkonsa Staff, additional fees may apply.

Access to the function space will be granted, at minimum, 2 hours prior to the event unless other arrangements are made in advance.

The renter must supply their own table cloths, silverware, napkins and decorations.

Food & Beverage

The renter is to identify any food or beverage requirements that Wahkonsa Country Club shall be held accountable which must be coordinated in advance. **Wahkonsa will supply all beverages (alcohol, pop, water, etc.) for the event.** Outside catering can be brought in.

If outside food is brought in for the event, Wahkonsa Country Club assumes no liability for the quality or service standards.

Bartenders are available at a fee of \$15 per bartender per hour, with one hour for setup prior and one hour for cleanup after.

Bartender (qty): _____ **Hours:** _____ **Final fee:** _____
Alcohol: _____
Beverages: _____
Catering /food prep: _____
Other requests: _____



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Damage to Function Space

Renter agrees to pay for any damage to the function space that occurs while the renter is using it. The renter will not be responsible for ordinary wear and tear.

Deposits and Stipulations

A \$50 refundable deposit is required at the time of booking. Deposit will be applied to final charges or can be refunded upon completion of the event. Wahkonsa Country Club will make all final decisions on whether the deposit is applicable for refund.

The renter is responsible for all clean up after the event. Failure to comply will result in loss of deposit.

If the renter cancels within 1 week of the scheduled event, the renter forfeits the deposit as a part of the cancellation.

Compliance with the Law

This agreement is subject to all applicable federal, state and local laws, including health and safety codes, alcoholic beverage control laws, disability laws and like laws. Wahkonsa Country Club and the renter agree to cooperate with each other to ensure compliance with such laws.

A fully executed and signed copy will be provided to the renter in addition to keeping one on file with Wahkonsa Country Club.

Signatures

Approved and authorized by:

Renter (printed): _____ Signature: _____ Date: _____

WCC Manager/Admin (printed): _____ Signature: _____ Date: _____

Amendments to the Agreement (list below, sign and date if applicable):
