



RENTAL AGREEMENT

Date of Application: _____

Name of Person Renting Facility: _____

Contact Number: _____

Name of Sponsoring Member: _____

Contact Number: _____

*Member signature required before application is complete.

Event or Function that facility is to be rented: _____

Date(s) Requested: _____

Time facility is desired each day(s) _____

(Maximum time is 12:00 Midnight-Club will close at 12:30 A.M.)

Approximate number of people expected for this event: _____

A \$100.00 NON-REFUNDABLE deposit is required for all club rentals to secure a date on the calendar. This deposit is applied towards your total rental fee.

SECURITY DEPOSIT (MEETINGS, LUNCHEONS, DAY-TIME EVENTS) A \$250 REFUNDABLE deposit is required. (CLASS REUNIONS, RECEPTIONS, PARTIES, AND EVENING EVENTS) A \$500-MEMBERS/\$1000-NON-MEMBER REFUNDABLE deposit is required. Payment must be paid 1 week prior to event. Full inspection will be completed of the facility after rental, deposit will be returned within 7-10 days of the event. Security Deposit will be refunded by check or credit card.

Optional: \$500 CLEANING FEE. We will clean the facility after the event. Otherwise, you are responsible for all clean-up, including bathrooms, vacuuming, and resetting the room.

I have read and understand all rules and regulations with regard to facility rental as set forth by the Board of Directors and Management of Bainbridge Country Club.

Applicant hereby certifies that he/she has been furnished with a copy of the rules for the use of the facility desired, and applicant agrees to abide by all of said rules. Applicant further agrees that applicant and the signing member are to be responsible for any damage to the building or equipment caused by his/her use thereof.

BCC Staff Signature: _____

Applicant Signature: _____

BCC Member Signature: _____

The Grand Ball Room & Foyer, The Oak Room with Bar Service, Back Patio/Porch: \$1500/\$2000

Pool Deck and Pavilion ONLY (additional contract required for pool usage) \$125/\$150

The Oak Room Only

Purpose: For use of miscellaneous gatherings including business meetings, bridal showers, baby showers, birthday parties, etc. of less than 50 people.

Equipment Provided: 7 round tables with four chairs, 2 rectangular tables with six chairs, use of back porch area included. Table cloths are available to rent \$14 per cloth. (Colors available white, black, champagne) Flower arrangements are available for \$15-\$20 per arrangement, depending on flower availability.

Usage: For up to two hours, each additional hour is \$100

If bar area is not needed, all alcohol will be stored away.

Fee Structure:

Member Fee: \$250/\$350 for use of bar

Non-Member Fee: \$350/\$450 for use of bar

Catering/Beverage Service must be scheduled with Food and Beverage Director

The Grand Ball Room Only

Purpose: Receptions, Reunions, Banquets of other Social Events of more than 50 people

Equipment Provided: 10 Round Tables with eight chairs (white or gold), 3 rectangular tables for food. Table cloths will be supplied for the 10 tables. Additional cloths are available to rent \$14 per cloth. (Colors available white, black, champagne, navy) Flower arrangements are available for \$15-\$20 per arrangement, depending on flower availability. Use of foyer area for minimal decorations.

Usage: If available set up may begin day prior to the event after 2:00
6-8 hours (day of event) each additional hour is \$100

Fee Structure:

Member Fee: \$1000

Non-Member Fee-\$1500

Catering must be scheduled with Food and Beverage Director

Usage: 4-5 Hours

Usage: 2-3 Hours

Usage: 30 min.-1 hour

Fee Structure:

Member Fee-\$300

Non-Member Fee-\$425

Fee Structure:

Member Fee-\$200

Non-Member Fee-\$325

Fee Structure:

Member Fee-\$100

Non-Member Fee-\$225

Other Items Available for Rental:

Mobile Bar: Member \$100/Non-Member \$125 Bartender \$40/per hour

Additional Tables: \$10 per table

Additional Chairs: \$2 per chair

Additional Table Cloths: \$14 per cloth

High Top Tables: \$10 per table

Technical Equipment: \$50 each

Security: All rentals after 6 pm and over 50 people that serve alcohol are required to hire an off duty police officer/deputy. The rate varies, and security officer will need to be obtained from a list of available officers at the Bainbridge Country Club.

Caterer's Kitchen \$500

****This fee is required for ANY outside caterer. Includes use of the caterer's kitchen only.**

Outside catering must be approved by Member Services Director or Food & Beverage Director. If the catering fee is not paid, you **do not** have access to any property of The Bainbridge Country Club, Bainbridge Country Club Staff food and beverage staff will not be available for your event, unless prior arrangements have been made. **The club's appliances are not available to caterers, THIS INCLUDES THE ICE MACHINE. It is the responsibility of the renter/caterer to bring all necessary items. ICE, Silverware, dishes, serving dishes, etc. are not part of the rental agreement. Caterers are to use ONLY the caterer's kitchen. If any items are missing, renter/caterer will be responsible for missing items.**

If using BCC's Food & Beverage Services, it is not necessary to rent the caterer's kitchen

Cancellation Policy:

60 days prior to event-full refund

30 days prior to event-partial refund

7 days prior to event-no refund will be given

\$100 initial deposit will not be refunded at any time

Event Insurance Policy:

Certificate of insurance will need to be provided if event is over 50 people and alcohol is being served.

GENERAL RULES FOR PROPERTY RENTAL

Members of Bainbridge Country Club must make reservations and pay the rental fees for hosting an event using any of the club facilities. Member(s) sponsoring a non-member event shall be responsible for any damage to club property or equipment in excess of the security deposit.

All Reservations shall be made at the Bainbridge Country Club.

Rental by members may be made for their personal use or for organizations, businesses, etc., upon approval of the Bainbridge Country Club.

Members or organizations will not be permitted to use club facilities if they sell tickets to the public. Exceptions may be made for charitable organizations; the BCC Board of Director's must approve these.

The Ballroom, The Oak Room, and The Pool Deck and Pavilion preparation and setup is the responsibility of the renter. This includes tables and chairs. Any questions concerning set up shall be directed to Angie Carnahan or Lori Shiver 229-246-1986. Set Up may begin at 2:00 the day PRIOR to the event, if the event does not conflict with other Club events. The Oak Room can not be set up until Saturday at 7:30 A.M.

Nothing is allowed to be hung on the walls. NO EXCEPTIONS. Only non-drip candles may be used in any area, at any time. No glass shall be taken into the pool area at any time. No confetti, explosive decorations, shaving cream, or slime.

A projector, screen, PA, and microphone are available to rent for an additional \$50 each. This fee does include setup and breakdown of these items. It is recommended that someone test the compatibility of our equipment, prior to the event.

The Club is to be left as you found it. If linens are rented through BCC, they should be taken off the tables and placed in a pile outside of the kitchen. Flower arrangements should be taken out the night of the event. All trash should be taken to the outside dumpster. Any furniture moved should be returned to original location. A cleaning option is available.

The club's appliances are not available to caterers, THIS INCLUDES THE ICE MACHINE. It is the responsibility of the renter/caterer to bring all necessary items. ICE, Silverware, dishes, serving dishes, etc. are not part of the rental agreement. Caterers are to use ONLY the caterer's kitchen. If any items are missing, renter/caterer will be responsible for missing items.

A 20% food and beverage service charge will be added to events catered by BCC for groups of 20 or more.

ABSOLUTELY NO OUTSIDE ALCOHOL can be brought into the facility.
All alcohol sales will go through Bainbridge Country Club.

MINORS MAY NOT BE SERVED OR CONSUME ALCOHOLIC BEVERAGES AT ANY TIME!

Initials of Renter: _____ Initials of BCC Member: _____ Initials of BCC: _____

