

**Nansemond River Golf Club  
1000 Hillpoint Boulevard  
Suffolk, Virginia 23434  
757-539-7872**

**Rental Contract**

**\*\*Rental fees are non re-fundable\*\***

**User Information:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_  
Date of event \_\_\_\_\_  
Type of event \_\_\_\_\_  
Time of event \_\_\_\_\_ till \_\_\_\_\_  
Number expected to attend \_\_\_\_\_  
Will you be offering a Bar: yes \_\_\_\_\_ no \_\_\_\_\_ (provided through NRGC)  
Contact person (if other than above) \_\_\_\_\_  
Ph# \_\_\_\_\_ Cell# \_\_\_\_\_ E-mail \_\_\_\_\_

**Rooms & Items To Be Reserved:**

Small Room (up to 50 people seated w/ tables) \_\_\_\_\_  
Large Room (up to 75 people seated w/ tables) \_\_\_\_\_  
Whole Facility inside: 100 people seated at tables \_\_\_\_\_ 125 - 150 with some seating \_\_\_\_\_  
Outdoor patio and lawn (up to 350 people) \_\_\_\_\_  
20x30 White Dome tent \_\_\_\_\_ (accommodates 75 guests)  
60inch Round Tables \_\_\_\_\_ (seats 8)  
Wood square tables (seats 4) & chairs \_\_\_\_\_ 6ft Banquet table \_\_\_\_\_ 8ft Banquet table \_\_\_\_\_  
Plastic White Folding Chairs (outdoor wedding ceremony) \_\_\_\_\_ # needed \_\_\_\_\_

**Facility & Linen Rental Fees:**

**Rental time is four (4) hours** (excluding decorating & set-up). **Additional hours \$75per hour**

Small Room: \$50.00 daytime / \$150.00 evening  
Large Room \$500.00 (after 5:00pm only)  
Lawn & Patio Space (only) \$250.00  
Additional set-up fee for outdoor wedding ceremonies \$100.00 \_\_\_\_\_  
Whole Facility \$850.00 (after 5:00pm unless otherwise approved)  
20x30 Tent: \$400.00 \_\_\_\_\_

**Linen Rental:**

62x62 square \$5 ea. \_\_\_\_\_ Rectangle banquet (8ft) \$8 ea. \_\_\_\_\_  
60in Round: 108 size \$12 ea. \_\_\_\_\_ (hangs 1/2 to floor) 120 size \$15 ea. \_\_\_\_\_ (floor length)  
Color requested if other than Ivory \_\_\_\_\_

**\*\*All fees are before taxes and are subject to change without notice\*\***

**Note: Signed contract and payment of rental fees must be received in full before date requested is considered reserved.**

**Rental Amount Paid:** \_\_\_\_\_ **Rental Party Signature** \_\_\_\_\_  
**Date Received:** \_\_\_\_\_ **Contract & Deposit received by:** \_\_\_\_\_