



## Venue Rental Contract

### **Client Information:**

Client(s) Name: \_\_\_\_\_

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

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

### **Event Information:**

Event type: \_\_\_\_\_

Event date: \_\_\_\_\_ Event time: \_\_\_\_\_

Number of guests: \_\_\_\_\_

If a wedding, ceremony onsite: \_\_\_\_\_ Offsite: \_\_\_\_\_ Where: \_\_\_\_\_

Ceremony time: \_\_\_\_\_ Reception time: \_\_\_\_\_

### **Venue Information:**

Nansemond River Golf Club Rental Fees	November – April Friday & Saturday	May – October Friday & Saturday	Year-round Sunday-Thursday
Entire facility – inside only	\$1500	\$2000	\$800
Entire facility – outside only (lawn & patio)	\$1200	\$1400	\$600
Entire facility – inside & outside	\$2300	\$3000	\$1400
Large room	\$900	\$1400	\$600
Small (private) room – daytime	\$250	\$250	\$250
Small (private) room - nighttime	\$400	\$800	\$250
Setup fee for outdoor ceremonies <small>Fee waived if the client chooses to accept this responsibility</small>	\$200	\$200	\$200
Extended hours fee - per hour or any part thereof	\$175	\$175	\$175
Additional bar setup - per bar	\$200	\$200	\$200
Bartender service fee	\$150	\$150	\$150

client initials \_\_\_\_\_

Today's date: \_\_\_\_\_

Rental choice: \_\_\_\_\_

Bartender: \_\_\_\_\_

Additional bar: \_\_\_\_\_

Outdoor setup: \_\_\_\_\_

Extended hours: \_\_\_\_\_

TOTAL FEES: \_\_\_\_\_ Tax: \_\_\_\_\_ AMOUNT PAID: \_\_\_\_\_

- **Rental fees are nonrefundable**
- Signed contract and FULL payment of rental & applicable bar fees must be received for date requested to be reserved
- Fees above do not include tax and are subject to change without notice. Tax is 6%
- Rental fees cover 6 hours for your event, which includes breakdown & cleanup time
- Client and vendors may arrive as early as 12pm to setup & decorate
- Event time to begin no earlier than 5pm without special approval from NRGC management
- Event times extending past 6 hours will incur an additional fee of \$175/hour or any part thereof
- Premises must be vacated no later than 12am
- Dishes, glassware, silverware, tables & chairs for up to 150 guests are included. Rental costs for additional items needed for events larger than 150 guests will be the responsibility of the client
- Setup and breakdown of tables and chairs will be handled by NRGC staff
- Rental of table linens will be handled through the in-house caterer. Linen rentals will come from Distinctive Event Rentals and include delivery & pickup fee, unless the client chooses to handle the linens on their own
- An additional service fee of \$200 will be charged to setup & breakdown chairs for outdoor ceremonies. This fee will be waived if the client chooses to accept this responsibility
- Clients may contract tent companies and put a tent on the lawn area behind the clubhouse
- Use of live candles is only permitted if candles are contained. Candles not permitted near walls or drapes. Clients must receive prior approval from NRGC management
- No nails, hooks, tacks, tape or any other items that attach to the walls or windows may be used without prior approval from NRGC management
- Use of confetti, silly string or shaving cream is not permitted. Balloons are not permitted in the large room due to ceiling height and interference of motion detectors & alarms. Sparklers may only be used outside

client initials \_\_\_\_\_

- The bar will close 30 minutes prior to conclusion of all events. NRGC will provide the bartender, no outside bartenders permitted
- Liability for damages to NRGC property is the sole responsibility of the client and the responsible party will be charged accordingly. By signing the rental contract you are accepting responsibility for all damages should they occur. It is strongly suggested that the client obtain a **Certificate of Liability Insurance**. You can obtain a one day rider on your homeowner's insurance policy for Event Insurance or on-line E-insurance options are acceptable as well

### **Bar & Alcohol information:**

- NRGC has an ABC license. Outside alcohol not permitted
- Service includes an open or limited service bar serving beer, wine or mixed drinks
- Signature drink requests are available and will be met within reason
- Bar service will not exceed 5 hours, ending 30 minutes prior to event conclusion
- Additional bar stations may be set up for an additional service fee of \$200
- NRGC will provide the bartender, no outside bartenders permitted
- Bartender fee is \$150
- 20% gratuity is added to bar services
- 50% of the estimated alcohol fee is due no later than 21 days prior to the event. The remaining alcohol fee & gratuity will be settled at the end of the event

### **Liability:**

- NRGC will honor all arrangements agreed upon in this contract. However, should NRGC fail to comply with the terms of this contract, liability shall be exclusively limited to no more than a partial or full refund of all monies paid, in all cases not to exceed the full amount of this contract
- Should NRGC fail to comply with the terms of this contract due to any unforeseen issues out of the control of NRGC that prevent compliance, for example loss of utilities during an event or road closures preventing access to event, such unforeseen issues relieve NRGC of any and all liability
- Liability for damages to NRGC property during the event, including during setup & breakdown, is the sole responsibility of the client and the responsible party will be charged accordingly. By signing the rental contract you are accepting responsibility for all damages should they occur
- It is strongly suggested that the client obtain a **Certificate of Liability Insurance**. You can obtain a one day rider on your homeowner's insurance policy for Event Insurance or on-line E-insurance options are acceptable as well

client initials \_\_\_\_\_

**General:**

- If any provision of this agreement should be determined to be unenforceable by law, the remainder of the agreement continues in full force and effect

**Act of God Clause:**

- If a hurricane warning, tropical storm warning, winter weather warning or any other harsh weather warning is in effect during the time in which the event is to take place, NRGC reserves the right to make a decision as to whether or not the staff can safely travel and perform
- If the NRGC decides that it is unsafe for the staff to travel and perform, the NRGC Event Planner will work with the client to make arrangements to perform at a later, mutually agree to date
- All monies that have been paid to that point will transfer to a new, mutually agreed upon date. If a date is set by the client without confirming with the NRGC first and/or the NRGC is already contractually obligated to another event, the NRGC reserves the right to refuse such date

**Signatures:**

To indicate your acceptance of this contract, please print & sign your name in the space provided below. Once this contract is signed and the payment has been made in full for all rental and applicable bar fees, the client’s event date will be secured on the NRGC Event Planner’s calendar. The NRGC Event Planner will sign below and return the signed contract to the client.

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Client’s signature (print & sign) Date

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Client’s signature (print & sign) Date

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NRGC Event Planner (print & sign) Date

