



For Office Use Only
Paid \$ _____
Date _____
Cash Check Credit

ROOM RENTAL CONTRACT

The below contract states fees associated to the room rental and the rules that follow. The contract needs to be returned to the manager thirty days prior to the requested party date. The signed copy will be kept with the manager. You will receive a copy signed by the manager before your party date.

YOUR REQUESTED PARTY DATE IS: _____

YOUR REQUESTED PARTY TIME IS: _____

YOUR ESTIMATED TOTAL # OF GUESTS IS: _____

THIS FORM MUST BE SIGNED AND RETURNED BY: _____

PHONE NUMBER OF PERSON HOSTING PARTY: _____

___ \$25 room rental rate for meeting of 2 hours or less – no bartender need

___ \$75 room rental Member rate

___ \$125 room rental Non-Member rate

___ \$50 Grill Usage Fee

___ \$50 Kitchen Usage Fee

___ \$50 Kitchen Cleaning Fee (waived if Kitchen cleaned)

___ \$100 Dinning Hall Cleaning Fee (waived if Dinning Hall cleaned)

___ \$10 per hour charge if Time requests are not followed.

ROOM RENTAL AGREEMENT

1. All rates above are In Season Rates (March – October) A \$200 bar minimum will be added if the party is scheduled November – February.
2. A non-refundable deposit of half is due 30 days prior to the date of the party.
3. Include this signed contract when you pay your first half deposit.
4. Second half of fee due before the party.
5. The below signee is responsible for general cleaning of the kitchen and dining hall and all decorations used must be taken down. All garbage must be picked up off floor. All garbage from party must be taken to dumpster.
6. The LPCC staff will do the vacuuming at nights end.
7. **No sprinkles may be used for parties. (\$20 fee added if used)**
8. Dance floor is not provided. If you plan on renting a dance floor for your party, it is the responsibility of the party to set up and tear down.
9. Any table and chair arrangements must be made known to management at least one day prior to party date to allow time for proper set-up.
10. Setting up for party is done the day of the party unless the room is available the night before.
11. Open bar and drink tickets available for parties. **15% gratuity** added for open bar and drink tickets.
12. For the safety of your party and the golfers on the course, no golf carts will be given out to tour the course.
13. The below signee is responsible for their guests. Please keep your party from playing on or around the putting greens or other parts of the golf course.
14. No children in Pro-Shop or on the golf course.
15. No Tape on Walls.
16. No Blocking Deck door with decorations.
17. Kitchen will be swept and mopped after party by signee or other designated person.

I agree to the above set fees and rules of the room rental agreement.

(Print name)

(Club Manager)

(Signature of Renter)

(Signature of Club Manager)

Date signed

Date signed

We thank you for choosing the Long Prairie Country Club to host your special function.

Name: _____ Phone#: _____

Address: _____
