



Clubhouse and Event Tent Rental Information

Clubhouse: Seats up to 80 People (60 with dance area)
\$50 per hour with bartender or
\$35 per hour without bartender

Event Tent: Seats up to 200 people (150 with dance area)
\$75 per hour or
\$600 (12:00 pm – 3:00 am)
(Prices don't include GST)

Please fill out the following form and return to the golf course to reserve your date

Name:	Date Requested:
Number of People Attending:	Clubhouse or Event Tent?
Special Requests:	

Phone: 780-842-3046 Fax: 780-842-3045 E-Mail: gm@golfwainwright.com

The Wainwright Golf Club (WGC) and the Renter mutually agree that the renter shall be granted a lease as described above and under the following conditions:

- The WGC recreation facilities are booked on a first-come, first-served basis.
- All bookings must be accompanied by payment before the booking can be confirmed. For bookings less than \$100.00 in value, the full amount must be paid to confirm bookings. Bookings totaling more than \$100.00 in value must be accompanied by a booking deposit (50%) of the total cost at the time of booking. A signed rental contract must also accompany payment. Full rental fees and damage deposit shall be payable to the Wainwright Golf Club and paid five (5) working days in advance of booking.
- The rental contract may be terminated by either party giving written notice to the other. A cancellation fee (20%) of the total booking fee or \$15.00, the greater of the two, will apply. If cancellation is received less than 10 working days prior to the date of booking, the renter will pay the Wainwright Golf Club 50% of the booking fee as agreed to in the contract. If the renting organization is a “no-show” at the time of their event and advanced notice was NOT provided, the renter will be charged the full amount of their booking fee.
- A clean-up/damage deposit shall be charged to all “social function” renters of the facilities and it will be held for 48-hours after the function. Upon satisfactory clean up and after inspection of the facility, the deposit will be returned. A minimum \$200 cleaning fee will be held until inspection.
- Should the Renters’ use of the facility and/or equipment result in damage to or loss of said property, a report is to be made by the Renter to the General Manager at Wainwright Golf Club. The Renter also agrees to reimburse the Wainwright Golf Club for any damages to or loss of facility and/or equipment.
- Wainwright Golf Club assumes no responsibility for loss or damage to articles brought on the premises by the Renter.
- It is recommended that the Renter obtain general liability insurance in an amount of not less than \$2 million per occurrence for personal injury and/or property damage. PAL liability insurance (\$2M) is required for any event where alcohol is being served, with Wainwright Golf Club named as an additional insured on the policy. The Renter will be required to obtain additional insurance if the Wainwright Golf Club deems it necessary.

- If liquor is to be served as part of a function, it shall be in accordance with Provincial regulations as established by the Alberta Gaming and Liquor Commission. Permits must be posted at the bar.
- The Renter shall indemnify and hold harmless the Wainwright Golf Club and its employees from all actions, suits, claims or demand arising out of or related to personal injury or death to persons, or damage to property of others resulting from use of said facility by the Renter.
- The Wainwright Golf Club agrees to furnish and supply the facility basic utilities (light, power) so that Renter is able to make use of and occupy the facility. Any request over and above the basic service will be charged for.
- The Wainwright Golf Club reserves the right to designate those areas where and how decorations, signs, etc. may be affixed, placed or posted. The Renter agrees that all such decorations, signs, etc. are to be removed prior to leaving the facility and that the facility is to be left as found.
- IF decorations are required, they are to be hung from wires and hooks provided. Please let Wainwright Golf Club know what is required for hanging directions so we can approve or deny said request. We don't want anything damaged. The use of confetti and sparkles of any kind is NOT PERMITTED within the facility. Candles must be contained to prevent wax dropping on facility furnishings.
- The renter is to provide adequate control and supervision within their function so other uses in the facility are not disturbed and any damage is avoided. The recommended ratio is 1 supervisor to every 50 patrons.
- Renters are required to:
 - State the times of their activity and include allowances for set-up, clean-up, catering, etc.
 - Specify their needs for all required equipment (projector, screen, sound, etc) to ensure it is made available for their booking

- Set up all tables and chairs (caretaker will put tables and chairs away at conclusion of event)
 - Wash off table tops & whisk off chairs after use, pick up garbage and sweep floor. It will be washed to caretaker. Cleaning supplies will be provided at the bar.
 - Bag all garbage and leave outside of tent for our disposal.
- For evening functions, the facility must be vacated by the designated time, as per contract. If the event extends beyond 2:00 am, an additional hourly rental charge will be levied. Caretaker time will additionally be charged for each hour the facility is occupied past the designated time. If renters remain after designated time, and it is after 2:00 am, these charges will be deducted from the damage deposit.
- All Wainwright Golf Club facilities are non-smoking. Butt cans are provided outside of the facility.
- Furnishings and equipment cannot be removed from the facility.

Signature of Wainwright Golf Course Representative

Date

Signature of Renter

Date