



148 Duplin Country Club Road, Kenansville NC 28349 • 910-290-9029 • www.duplincountryclub.com

CLUBHOUSE RENTAL CONTRACT

Duplin Country Club agrees to rent its Clubhouse to:

Renter (Print Name)

on the terms and conditions set forth below.

This Contract is a binding contract between Duplin Country Club and the Renter named above. Upon return of this signed Contract and deposit payment to the Duplin Country Club rental office, Renter may use the Clubhouse as follows:

- | | |
|--|---|
| <input type="checkbox"/> Rental of Clubhouse
<i>Includes all areas EXCEPT Members' Lounge and kitchen and tables and chairs for 250</i> | \$1500/8 hours
\$200/additional hour |
| <input type="checkbox"/> Rental of Members' Lounge
<i>Includes existing seating for 20 and 1 bartender</i> | \$125/hour |
| <input type="checkbox"/> Rental of Gathering Room
<i>Includes tables and chairs for 20</i> | \$50/hour |
| <input type="checkbox"/> Rental of Small Dining Room
<i>Includes tables and chairs for 35</i> | \$75/hour |
| <input type="checkbox"/> Rental of Small Dining & Gathering Rooms
<i>Includes tables and chairs for 55</i> | \$100/hour |
| <input type="checkbox"/> Rental of Outdoor Terrace
<i>Includes tables and chairs for 48</i> | \$50/hour |
| Sunday of Thursday rental | 10% off |
| Monday, Tuesday or Wednesday rental | 15% off |

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Duplin Country Club Rental Contract Page 1

Table cloth rental

\$14/per table

Additional linens for registration, buffet, and side tables to be determined based on size and quantity

Name(s): _____

Address: _____

Phone Number: (H) _____ **(M)** _____

Work Phone: _____ **Email:** _____

Function Date: _____ **Time:** _____

Guest Count: _____ **Deposited Amount:** _____

Liability/Indemnity/Hold Harmless: Renter shall leave the Clubhouse in the same condition after the event as it was prior to the event. Renter is responsible for all damage to persons or property that occur at the event or in connection with the event, or as a result of a violation of any of the terms and conditions of this Contract. Renter will indemnify and hold harmless Duplin Country Club and its employees, staff or owners and assigns from any liability whatsoever associated with the event.

By signing below, renter agrees to pay for any damage to the interior or exterior of the said property or its furnishings resulting from actions taken by renter, their guests or by any person contracted by renter for the event. The renter agrees to hold Duplin CC, LLC, Duplin Country Club, its employees, staff or owners harmless, including court costs and attorney fees, in any legal action which may result from this event.

Renter Signature: _____

RENTAL GUIDELINES

No activities shall infringe on normal Duplin Country Club operations. Any activities requiring earlier access or later exit than normal business hours must be outlined in the contract above.

The premises leased shall include only those areas outlined in the contract above.

The rate for the Clubhouse rental is for 8 hours to include 3 hours of renter/vendor set up and break down. If the event goes over the pre-set time, you will be charged in hour increments at the price outlined in the contract above.

Rental fee includes the spaces and tables and chairs outlined in the contract above. Any additional tables or chairs required, as well as extra linens can be added to the rental contract. Duplin Country Club may be contracted to set-up tables and chairs not included in rental for an additional fee.

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Admission Fees: Events where guests are charged an admission fee are **strictly** prohibited.

Applicable Law: This contract shall be governed by the laws of the State of North Carolina.

Bar Service: Renters may request bar service through Duplin Country Club for an additional \$25 per hour, per bartender plus the cost of drinks. Bartenders will arrive one hour prior to the event start time and will remain one hour after the event.

***Absolutely **NO** alcoholic beverages may be brought onto the premises. Per North Carolina state law, all alcoholic beverages **must** be purchased from Duplin Country Club, **no exceptions**. Such unauthorized beverages will be confiscated. In the event of continued disregard for this law, the event will be terminated immediately, resulting in a forfeiture of all damage fees.

Bartenders reserve the right to card all persons of question (No ID=no alcohol), as well as the right to refuse service to intoxicated persons. At any time, if Duplin Country Club staff deems alcohol consumption to be excessive, the staff has the authority to close down all alcohol service and/or evict inebriated guests from the premises.

Duplin Country Club reserves the right to announce "last call" for the bar 30 minutes prior to scheduled closing of the bar.

Cancellation: In the event of a cancellation, the deposit will not be refunded for any reason.

Change of Date: In the event the Renter is forced to change the date of the event, every effort will be made by Duplin Country Club to transfer reservations to support the new date. The Renter agrees that in the event of a date change, any expenses incurred as a result, will be paid in full immediately. Should Duplin Country Club not be able to transfer the event to a mutually agreed upon date, the Renter will not receive the non-refundable deposit.

Children: Children are not permitted to wander the grounds unsupervised by an adult.

Cleaning Fee: Renter is responsible for a \$300 cleaning fee anytime the ballroom is used. A cleaning fee of \$100 must be paid when using the small dining space, gathering room, or Member's Lounge. This fee includes mopping, sweeping, and vacuuming of all floors and cleaning of all bathrooms. It does **NOT** include removal of trash, food, or decorations. Renters are responsible for leaving the facility exactly as it was found prior to their event.

Courtesy Protocol: Duplin Country Club reserves the right to request any person or group of people acting unruly and contrary to regulations to leave the premises. Assistance from law enforcement agencies may be acquired if this request is not met immediately.

Credit Card on File: Renters must leave a credit card on file with management for incidental purposes including failure to leave the facility properly cleaned, additional event hours after contract end, and any damages.

Damage Deposit: A damage deposit equal to 50% of the base venue rental amount is due when reserving the event space. This deposit will be refunded no later than 7 days after the event if it is determined that no damage has occurred and that there are no claims or other outstanding obligations.

Decorating Plans: Renter must notify Duplin Country Club at least two weeks prior to the event of any special arrangements (head tables, podium, gift tables, registration tables, screen and projector) and a schedule of events. All decorating plans and times must be arranged with Duplin Country Club in order to prevent any conflicts.

Deposit: A non-refundable rental fee deposit equal to 50% of the base venue rental amount is due when reserving the event space, with the remainder of the entire contract amount to be paid at least 30 days before the event is to take place.

Deposits are nontransferable—your reserved date can NOT be transferred to another party.

Entertainment: Renter must notify Duplin Country Club of entertainment options, whether it's a DJ, band, etc. as well as time of arrival for set-up, and the time entertainment will end. Entertainment MUST end by 11PM.

Fireworks: Fireworks or pyrotechnics of any kind must be approved by Duplin Country Club and may be refused upon Management's discretion.

Food Service & Catering: Renters may select any caterer from the Preferred Vendor List at no additional charge. If the renters select an outside caterer, a \$250 damage/cleaning deposit will apply and the caterer must complete the Caterers' Agreement and provide all requested documentation of insurance, business license, and certification.

All event trash must be disposed of in the designated areas at the conclusion of the event.

Item Security: Duplin Country Club and its staff take no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

Management Rights: Duplin Country Club reserves the right to deny rental privileges to anyone at any time.

Duplin Country Club reserves the right to terminate an event at any time this contract is breached.

Security: Security officers may be required by Duplin Country Club for any event at a fee of \$50 per hour. Security guard fee should be paid in full 5 business days prior to the event.

GENERAL RULES AND REGULATIONS:

The following is a list of rules and regulations to be upheld by CLIENT(S), which includes all event planners, wedding coordinators and other vendors who are involved in the planning and execution of a special event or wedding on the premises of Duplin Country Club.

- Event set-up may begin two and a half hours prior to commencement of the event. If additional set-up time is required, Duplin Country Club can accommodate for a fee and MUST be noted in the agreement.
- All events must end by 12:00 midnight. The venue must be cleaned and returned to working condition no later than 9:00 a.m. the following day.
- All decorations must be removed without leaving damages. Be kind and leave the property as you found it. If lit candles are used, we ask that you provide a glass base for each candle. A cleaning fee based on 20% of the room rental space that is effected will be applied for any remaining petals, bird seed, glitter, rice, bubbles, confetti, candle wax or any other remaining décor.
- No items such as drapes, etc. may be affixed to any walls. Failure to comply will result in a total loss of damage deposit.
- No furniture may be left on the premises overnight (chairs, umbrellas, arbors, or tents)
- Failure by the client, guests or any vendor to retrieve property of any kind by 9:00 a.m. on the morning following the event will result in an additional fee of \$200 for each hour after 9:00 a.m.
- Placements of tables, tents, live music, catering equipment etc. must be approved by Duplin Country Club management.
- Anyone observed using illegal drugs will be asked to leave the premises immediately.
- All electrical outlets on the property are available for use by the wedding parties and their vendors. The parties are welcome to inspect the locations and numbers of outlets prior to booking.
- Smoking is permitted outside of the facilities in designated smoking areas only.
- The Members' Lounge at Duplin Country Club will remain open to members at all times when it not rented, but will not interfere with special events.
- All event trash must be disposed of in the outdoor dumpster at the conclusion of the event.

To Confirm Date:

Non Refundable Payment
Damage Deposit
Payment in Full

Date Rec'd _____
Date Rec'd _____
Date Rec'd _____

Payment Information: Visa, MasterCard, Discover, Personal Check, or Money Order

Name on Card: _____
Card Number: _____
Expiration Date: _____ Security Code: _____ Amount _____
Signature: _____ Date: _____

Tent Permit and Special Events Permit Price to be determined by Town of
Kenansville Date Rec'd _____

WEDDING SPECIFICS

BRIDE'S INFORMATION

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell Phone: _____
Email: _____

GROOM'S INFORMATION

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell Phone: _____
Email: _____

REHEARSAL

Rehearsal Date: _____ Rehearsal Time: _____
Rehearsal Location: _____
Wedding Director: _____ Cell Phone: _____

WEDDING CEREMONY

Wedding Date: _____ Wedding Time: _____
Wedding Location: _____
Officiant: _____ Cell Phone: _____

RECEPTION

Reception Time: _____ Reception Location: _____
Reception Director: _____
Caterer: _____ Cell Phone: _____

Please check: Live Music Disc Jockey Other _____
Cell Phone: _____