

Non-Member Clubhouse Rental Checklist / Worksheet

Company/Client Name: _____

Date of Rental: _____, _____, _____ Time: _____
(Day) (Month) (Date) (Year)

Type of Rental: _____ Estimated Attendance: _____

Signed Rental Agreement Received: Yes No Date Received: _____ Quoted Rental Fee: * _____
(Please note that charges based on attendance numbers may go up but will not go down. Includes facility, seating, tableware, coffee and tea)

Deposit:

Deposit Received: Yes No

Date Received: _____ Total Amount (\$500 min.): _____

Type of Deposit: Check # _____ Credit Card (circle one) Visa ___ MC ___ AMEX ___ Cash

If using credit card for payment, please fill out and have client sign Credit Card Authorization Form.

(Deposit is required to secure rental date. It is refundable only if canceled thirty or more days prior to scheduled date. Total amount of facility rental is due seven (7) days prior to event.)

Catering:

Name of Catering Service: _____

Proof of Insurance Provided Yes No

Catering Service Approved Yes No Clubhouse Supervisor's Initials: _____

Meeting with Member/Caterer /Supervisor scheduled for _____ attended Yes No
Coffee & Tea service included.

Guests:

MAXIMUM 250 GUESTS

(Guest list is to be provided by the Renter no more than 2 days prior to the event)

Guest list provided to Club: Yes No Date received: _____

If NO explain why: _____

Gate Access:

Time Open: _____

Time Close: _____

Access Code: _____ (it is the responsibility of the client to distribute this code to the guests)

Bar & Entertainment:

Bartender is provided by the Club if one is required. Two bartenders are required if group is over 150 people.

Bartender Required: Yes No Name: _____

Check Request Given to Bookkeeper for Bartender Fees: Yes No GM Initials: _____

Photocopy of check in members rental file Yes No GM Initials: _____

Hosted Bar: Yes No see Credit Card Authorization form.

Bartender Fee: (\$125) \$ _____

Drinks: \$ _____

Corkage: (\$10/bottle) \$ _____

Alcohol Price Schedule:

Domestic Draft Beer \$4.00 per glass

Specialty Draft Beer \$5.00 per glass

Guns (Liquor) \$5.00 per shot

Wine \$6.00 to \$8.00 per glass.

Back Bar \$6.00 to \$9.00 per drink.

DJ or Band Name _____ Contact Name _____ Electrical Requirements _____

NOTE: (CRYC will not supply ANY sound equipment for rental events).

Updated for 2010 – 11/13/2009

Non-Member Clubhouse Rental & Billing Summary

Inspection Report Turned Into Office by Clubhouse Supervisor: Date: _____ GM Initials: _____
Loss or breakage items: _____ Cost: \$ _____

Evening and	<input type="checkbox"/>	1 – 75 persons	\$ 1200.00	Estimated Attendance	_____
Weekend	<input type="checkbox"/>	76 – 125 persons	\$ 1500.00	Actual Attendance:	_____
Rental Fee:	<input type="checkbox"/>	126 – 200 persons	\$ 2000.00		
	<input type="checkbox"/>	200 – 299 persons	\$ 2500.00		

(8 hour rental includes 2hour set up and 1 hour tear down)

Daytime Rental: 1-125 persons \$ 500.00
(Mon-Thurs) 125-299 persons \$ 1000.00
(4 hour rental with 1 hour set up and 1 hour tear-down – 6 hour total)
Deposit Received: \$ _____

Linens: Required: Yes No Initial: _____

Tablecloths: Quantity: _____ Napkins: Quantity: _____
Linen Cost: \$6.00 per table cloth, .30 cents per napkin, \$25.00 skirting
Total Linen Cost: \$ _____

Labor:
Dishwasher(s) \$125.00 per
Bus Persons \$125.00 per
Labor Total \$ _____

Beverage Service: Coffee & Tea (included)

Supervisory Fee: _____ (\$125.00)
Bar Tender Fee: _____ (\$125.00 ea)
Bar Tender Gratuity: _____ (18%) – Hosted Only

****All costs for facility rental are due seven (7) days prior to the event excluding bartender gratuity and liquor charges.**

Facility rental (excluding bar and bartender) \$ _____
Minus \$500 deposit = \$ _____
Additional expenses (linens, labor, etc.) \$ _____
Balance due for facility rental (7 days prior) \$ _____ Clubhouse Supv. _____ Renter _____
Date: _____

I understand the schedule of charges that have been outlined above: _____
Signature _____ Date _____

Billing Summary:

Client/Company Name: _____ Contact Name: _____

Rental Fee: _____.
Total Linens: _____.
Total Labor: _____.
Total Supervisor: _____.
Misc. Food/Supplies: _____.

Total Charges: _____.
Less Deposit: _____ (\$500.000 – paid __/__/__)

Balance Due: _____.

Bar/Alcohol Billing: _____ (Not included in Total. Noted separately on invoice.)
Bar Tender Fee: _____.
Bar Tender Gratuity: _____.

Itemized Bar Fees _____

Billing Information: _____
Name: _____
Address: _____

Credit Card: _____
Expiration Date / Code _____

- Follow up letter with bar fees (and gratuity if hosted bar)
- Bar fees (and gratuity) received _____ (date).
- File when account has been billed / closed _____ (date).