

# Pine Burr Country Club Facility Rental Guidelines

Revised February 2015

## Fees

### **Day Event (lasts up to four hours and requires no pre-planning or decorating):**

- \$100 rental charge due upon booking event. If event is cancelled 30 days prior to event date, the rental fee will be refunded.

### **Full Event (lasts longer than three hours and requires pre-planning or decorating):**

- \$150 deposit due the day an event is booked (date will not be secured without deposit)
- \$350 rental for one-day event
- \$150 rental for additional day(s)
- Rental fee due no later than 30 days prior to event. If event is cancelled 30 days prior to event date, the rental fee will be refunded.
- Deposit is non-refundable if the event is cancelled one month or less prior to date.

Any damage to Pine Burr property is the responsibility of the person booking the event. If Pine Burr property is damaged, the deposit will not be refunded and additional assessments may occur.

The set up date is the day of the scheduled event unless additional days are paid.

Events must be booked by individuals 21 years of age or older. Events for individuals under 21 must be chaperoned by an adult.

Excessive alcohol usage by adults, as well as underage drinking, is not permitted. The person signing the facility rental agreement agrees to accept responsibility for alcohol use.

Events must end no later than 12:30 a.m.

Pine Burr does **not** have table cloths for rent.

When moving tables, chairs, etc., lift furniture to avoid scratching floor.

Pine Burr facilities must be cleaned by 9 a.m. the day following event unless other arrangements have been made in writing.

### **To receive refund of deposit, the following must be completed:**

**Porch and deck (if used):**      Cleaned.  
   Garbage bagged and placed in dumpster at the northeast end of parking lot.  
   If moved, furniture placed back as it was before event.

**Ballroom:**      Tables and chairs cleaned and placed back in storage with tables placed together by size and chairs placed together by style.  
   Garbage bagged and placed in dumpster at the northeast end of parking lot.  
   Floor swept and mopped.  
   Kitchen countertops, stove, and oven wiped down.  
   Clean spills as they occur.

**Bathrooms and Parking Lot:**      Garbage bagged and placed in dumpster at the northeast end of parking lot.

The facilities will be inspected by Pine Burr personnel the morning after the event. If the facilities are acceptable according to the guidelines outlined above, the \$150 deposit will be refunded by check within ten days following the event.

# Pine Burr Country Club Facility Rental Agreement

Type of Event \_\_\_\_\_

Event Date \_\_\_\_\_

Set Up Date \_\_\_\_\_ Clean up Date: By 9 a.m. on \_\_\_\_\_

Event Time: Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Person Responsible \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

**Fees:**

Day Event: \$100 Date Paid \_\_\_\_\_  
(lasting up to four hours with no set-up or decorating—\$100 must be paid when booking event)

Deposit: \$150 Date Paid \_\_\_\_\_

Event Rental: \$350 Date Paid \_\_\_\_\_

Additional Day(s): \$150 Amount Paid \_\_\_\_\_  
Date Paid \_\_\_\_\_

Date for Mailing of Deposit Refund (if applicable) \_\_\_\_\_

See Pine Burr personnel for directions on locking the facility at the end of the function. Lights and air conditioners must be turned off. The responsible person must stay at the facility until it is locked.

**I agree to follow the guidelines as presented and understand that I am responsible for any damage to Pine Burr property.**

Signature of Renter \_\_\_\_\_

PBCC Employee \_\_\_\_\_ Date \_\_\_\_\_

PBCC Approval \_\_\_\_\_