

Ayden Golf & Country Club

P.O. Box 339 - 4343 Ayden Golf Club Road, Ayden, NC 28513
Phone (252) 746-3389 fax (252)746-2300

Rental Policy

Reservation date requested: Month _____ Day _____ Year _____
Name of person renting facility: Last _____ First _____
Address: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: _____ Other: _____
Type of Event (check one): Anniversary _____ Banquet _____ Birthday _____ Dance _____ Graduation _____
Wedding Reception _____ Retirement _____ Other: _____
Time Event Starts: _____ Completion Time: _____ (Up to 11:00PM)
Alcoholic Beverages Served at Event: Yes No (\$50 fee)

The facility renter must purchase a Limited Special Occasion Permit from the State of North Carolina if any alcohol is served. \$50 fee

Facility Rental Pricing

Ballroom and Kitchen \$500 _____ Tables/Chairs \$100 _____ Bar \$200 _____

The facility renter is responsible for clearing all tables. The Club is responsible for facility trash removal.

Account Balance \$ _____ + \$ 300 Deposit = Total Account Balance \$ _____

Deposit of \$300 (refunded after final inspection) required to confirm date, due immediately.

Date Paid: ____/____/____

If event is cancelled 60 days prior to event, all monies shall be returned, if cancelled less than 60 days prior to event, all monies will be forfeited.

Received by: _____ Date paid : ____/____/____
Agent of Ayden Golf & Country Club

Rules & Regulations

- Person renting facility is responsible for all property damage or missing items.
- Ballroom is a smoke-free environment
- Excess parking lot debris is cause to withhold deposit
- An adult must accompany all children under the age of 12.
- Person renting the facility will be responsible for the safety and well-being of all in their party.
- If alcohol beverages are present, person renting will assume all liability.
- Renter will be responsible for locking and securing the building after clubhouse is closed.
- Heating & Air Conditioning thermostats shall be set @ 75 degrees prior to leaving the facility.
- Kitchen facilities must be cleaned prior to leaving the facility.
- Club Manager will refund deposit after inspection is complete.
- Renter is responsible for clearing all tables used.
- **AGCC will do final clean up and remove trash.**

Signed: _____ Date: ____/____/____

Signature of person assuming responsibility for rental of facilities.

Items to be reviewed with renters prior to renting an
Ayden Golf & Country Club facility:

- Operation of telephone system.
- Emergency Fire, Rescue, & Law Enforcement Dial 911
- Restroom Facilities.
- Parking Areas.
- Emergency doors & exits.
- Operation of doors, door locks, & key drop.
- Operation of heating and air conditioning system controls.
- Location of lighting and ceiling fan switches.
- Trash Collection containers and storage.
- Kitchen Facilities:
 - Stove & exhaust hood operation.
 - Ice machine location.
 - Refrigeration facilities.
 - Clean-up responsibilities.
- **Emergency contact person for Ayden Golf & Country Club:**

Name: _____

Phone: _____

(After Operational Hours) _____

_____ explained to
Agent of Ayden Golf & Country Club

_____ all the above items.
Person responsible for facility

Date: ____/____/____

Facility Inspection

- | | | |
|---|-----|----|
| ▪ Building secure, Doors Locked Keys in drop box. | Yes | No |
| ▪ Thermostats set at designated temperature. | Yes | No |
| ▪ No visible damage to building/tables/chairs or missing equipment. | Yes | No |
| ▪ Kitchen clean if applicable. | Yes | No |

Inspected by: _____ Date: ____/____/____
Agent of Ayden Golf & Country Club

Refund Deposit? Yes No