

Glenn Dale Golf Club
 11501 Old Prospect Hill Road
 Glenn Dale, Maryland 20769
 301-262-1166

Name of Renter: _____ Date: _____

Address: _____

Type of Event: _____ Date of Event: _____ Number of People: _____

Hours of Event: _____ Email: _____

Home Phone: _____ Office Phone: _____

We appreciate your interest in renting our facility. The following conditions are listed to ensure your understanding about rental of the hall.

1. There is a five hour time limit on room rental with two rental slots available per day: 12:00 – 5:00 pm and 8:00pm – 1:00 am. Any additional hours will be charged at \$150.00 per hour. Clean up and off premises by 2:00 am. Failure to exit the building within this hour will result in an additional \$150.00 per hour.
2. Base fee includes: use of designated area or room of facility, parking, set up, use of tables and chairs, Hall Supervisor 2 hours before event until 1 hour after event. Any changes to the room layout and setup less than 48 hours prior to the event are the responsibility of the renter.
3. Maximum hall capacity is 125.
4. Rates will be as follows:

Number of Guests	Monday through Thursday	Friday, Saturday, Sunday
1 – 50	\$350	\$450
51 - 75	\$500	\$650
76 – 100	\$650	\$850
101 - 125	\$800	\$1,050

5. Deposit of (1/2) half the rental fee plus the security deposit required upon signature of contract. The balance due (14) fourteen days prior to event. Refundable deposits only offered if space can be rented or with 3 months advance notice. Any additional charges are to be paid at the close of the event. **Final payments are to be made in the form of cash, money order, or credit card.**_____
6. Renter agrees to reimburse GDGC for any property damaged or missing as a result of the actions of a guest, contractor or employee of renter. The renter shall post a \$200.00 security deposit before being granted use of the hall. This deposit will be returned no later than 30 days after scheduled event if no damage or loss is observed. Renter agrees to pay GDGC the costs in excess of the security deposit to repair any damaged or breakage that may occur during the event and to replace any missing property._____
7. The renter shall not use the premises for any illegal purposes. The Hall Supervisor has the right to terminate the event prior to completion if any illegal activity is present. This includes renters or guests bringing alcoholic beverages onto the premises or serving underage guests.
8. The renter shall not assign this rental contract or sublet any or all of the premises described above.
9. Caterer does not have use of kitchen equipment or any clubhouse supplies. Caterer is also responsible for clearing all tables, cleaning prep area if used, and removing all trash from the premises.

10. Renters must use our licensed caterer unless previous arrangements have been made. In the event you chose your own caterer, there will be an additional fee of \$200.00._____
11. Any caterer other than ours must provide a Certificate of Insurance and said caterer must submit all necessary documentation (30) thirty days prior to event.
12. The caterer or a designated supervisor must be on site for the entire event. This person will check in and out with the House Manager and will be expected to work with the House Manager to ensure all House rules are followed. Should the site be reserved for an event with guests under the age of 21, the adult responsible for the rental as well as an additional adult chaperone per 25 guests must remain on site until the event has terminated as well. There will be no teen parties. _____
13. Any and all alcoholic beverages are to be purchased through and served by GDGC at the following rates. There will be a \$75.00 charge for a bartender up to 75 people and \$100 for up to 125 people. Anyone wishing to run a bar tab for their event may do so and pay at the end of the night. All bar tabs will have an 18% gratuity added to the total. Open bar prices are available upon request. Bar will close 30 minutes before the event is scheduled to end._____
14. In the event we find evidence of any outside alcohol brought on the premise before, during or after your event your security deposit will be forfeited in its entirety. It is your responsibility to assure this does not happen. This is per Prince George’s County Board of License #RR No. 6._____
15. Regarding rentals where there will be mixed ages and alcohol present, Management reserves the right to require security personnel based on the nature of the event. Security fees shall be the responsibility of the renter and charged at \$40 per hour. Should security or Management determine that an individual arrive impaired, that person or persons will be denied entrance. Also any persons with outside alcohol will be required to surrender it to security or Management immediately so as not to forfeit your security deposit or terminate your event._____
16. All articles brought into the building by the renter or their guests or contractors must be removed by the event’s end.
17. The House provides up to 125 chairs, round table seating for 72 and 3x6 tables for up to 125. Linens are available at an additional charge of \$5.00 per table (including gift, dj, and buffet) and \$.15 per napkin (does not include folding).
18. Glenn Dale Golf Club is not responsible for any equipment or property that is lost or damaged before, during, or after an event. Any equipment or property left after the specific rental time is subject to disposal.
19. There will be a charge of \$50 if you choose to bring in your own tables and \$50 if you bring in your own chairs.
20. Room lights may be dimmed but at no point during the event may they be turned off.
21. A dance floor is available for \$100 and must be requested at least 1 week prior to your event.
22. If music is played, whether live or recorded, it is the responsibility of the renter to insure all appropriate licensing fees have been paid to all entities that are entitled.
23. Chair covers and sashes are available for \$5 per person – colors limited.
24. Caterer is Jasmin Haralombotos 240-205-1190
25. With regard to decorations, there are to be no candles or anything that is permanent or damaging to the room (ie thumbtacks, nails, etc.). All decorations and any means used to secure them must be removed at the event’s conclusion.
26. Failure to follow any of the above rules may result in partial or total forfeiture of the renter’s deposit.

IN WITNESS WEHREOF THE PARTIES HAVE HEREUNTO SET THEIR HANDS AND SEALS

Renter

Hall Supervisor

Date Contract Signed:_____

Caterer: _____ Phone: _____

Proof of Insurance Rec'd: _____ Date: _____

Set Up Requirements and Additional Notes: _____

	Amount
Room Rental	
Security Deposit	
Linens	
Bartender	
Bar	
Catering Fee	
Dance Floor	
Additional Charges	
Taxes	
Gratuity	
Total Due (if available)	

Payment Amount	Date