



Club House Rental Agreement

Event Date: _____ Event Day: _____
 Event Start Time _____ Event Ending Time _____
 Type of Event: _____ Number of Guests: _____

Members – Lessee Information:

Name:	Cell Phone:
Address:	Home Phone:
	Other Phone:
City, State, Zip	Email:

Rental Options	Amount
A. Flat Fee – Can have up to 80 people maximum.	\$200
B. Rental Fee plus Guest Fees - (Can have up to 80 people maximum) Rental Fee \$50 + ___ Adults at \$5 each + ___ Kids at \$3 each	
Total:	

Guests Behavior Agreement (Must be Confirmed w/ Reservation and Signed the Day Of)

- All guests must remain inside the clubhouse or on the decks. Guests are NOT permitted by the tennis courts, playground or pool area.
- Hosting members are fully responsible for the conduct of all guest in attendance of the hosting member's event.
- Smoking is not permitted anywhere inside the clubhouse building or on club property.
- Brookside Club of Saratoga is NOT responsible for any lost, misplaced, stolen or damaged items.
- In the event that the clubhouse or **any club property** is not left in the state that the renting member found it in, Brookside Club reserves the right to asses a **\$500 cleaning deposit**.
- The renting member shall be liable for any damages to club property.

Member Signature (Sign the Day of Event) _____

Working Office Staff Signature (Sign the Day of Event) _____

Please Note:

- Brookside Club does not provide china, silverware & utensils, glassware, linens.
- The times available for the clubhouse rental are from 4 p.m. - 11:00 pm
- All music MUST stop by 11:00 p.m.
- Music is not permitted outside the club and all club doors and patio doors shall remain closed during the event.

Decorations

- Decorations may not be attached to the walls, windows, columns, ceilings, etc.
- Candles must be in chimneys or enclosed containers - no open flames.
- Ice sculptures are not permitted.
- Artwork, sculptures, club decorations, may not be moved. .
- Decorations are not permitted to be placed on the plants; this includes any type of lights.

- Balloons, Directional/Name signs may not be attached to any street signs, posts, trees, or telephone poles surrounding the club.
- Balloons are permitted, but ALL balloons must be popped after the event.
- Tables, chairs, band equipment, decorations, props, etc shall not be placed against the walls.

Parking, Loading & Unloading. - Violators will be towed

- Parking is not permitted on the town streets surrounding the club.
- Any vehicle parked in a handicap parking space must display the proper placard.

Setup, Delivery—Equipment

- All delivered items are the responsibility of the lessee. Brookside is not responsible for any lost, misplaced, stolen or damaged items.
- All deliveries are to take place no earlier than 1 day prior to the event date. After the event, all rental equipment must be picked up on the evening of your event.
- You or your catering company is responsible for setting up all tables and chairs.

Post Event Cleanup

- The hosting party shall designate a person(s) who will be responsible to meet with the clubs manager on duty prior to, and after the event, to ensure the club has been properly cleaned.
- You or your catering company is responsible for breaking down all tables and chairs.
- All trash must be picked up from the tables and floors.
- All rented china, silverware, glassware, linens, etc. to be placed in kitchen clean and ready for pick up.
- All decorations, signs, props, etc, must be taken/removed from the property, immediately after the event.
- The kitchen must be cleaned after the event. This includes: Cleaning the stoves & ovens, throwing away all trash, clean all counter tops, sweeping & mopping the floor, all trash containers must be emptied into the main trash container - located in the parking lot, all empty bottles must be placed in recycling container or trash container, all leftover food must be taken out of the stoves, ovens, and refrigerator.
- In the event that the clubhouse is not left in the state that the renting member found it in, Brookside Club reserves the right to asses a **\$500 cleaning deposit**.
- The renting member shall be liable for any damages to club property.

Payment Info, Cancellation & Refund Policy

- The rental agreement/contract must be signed in person. The deposit fee, \$200 or \$75, is due upon contract signing. (Billed to Account or Check)
- All cancellations must be in writing.
- For cancellations that are more than 2 weeks prior to the event – full refund.
- For cancellations that are less than 2 weeks prior to event - forfeit entire rental fee, NO REFUND.

I have read pages 1&2, of Brookside Club of Saratoga Rental Agreement. Brookside Club staff has explained all of these policies to me. I agree to abide by the rules, policies and procedures set forth by Brookside Club of Saratoga. I understand that all vendors, including Catering companies, Florists, Event Coordinators, Bands, DJ's, Photographers, Videographers, Artists, etc. must comply with these rules. Any violation of these rules, policies & procedures by anyone involved in this event, including hosts, guests, vendors, caterers, etc. will result in complete loss of cleaning and damage deposit.

NOTES:

GUEST BEHAVIOR AGREEMENT HAS BEEN CONFIRMED (not valid until checked)

Signature (Member - Lessee): _____ Date: _____

Signature (General Manager, Brookside Club): _____ Date: _____