

WELLMAN GOLF CLUB BALLROOM



RENTAL CONTRACT & RELEASE OF LIABILITY FOR SOCIAL EVENTS

Name/ Organization _____

Contact Person _____

Mobile Phone _____ Work/Cell _____

Email _____

Rental Date _____ Time of Event _____

Purpose _____ # of Guests _____

Total Rental Fee \$ _____ Deposit Received \$ _____ Date _____

Good order and proper decorum will be maintained by all persons participating. The Renter is responsible for the conduct of all persons participating in the event, including guests, musicians, caterers, and others.

1. **CAPACITY**
Comfort level is determined by the type of event planned. Maximum capacity: 200 persons in clubhouse ballroom.

2. **RENTAL HOURS**
Full Day 10:00 a.m. – 12:00 a.m. (includes set up and clean up)
Hourly rentals are only available Monday – Friday, 8:00 a.m. until 5:00 p.m.

3. **RENTAL FEES**
Full Day Rate: \$800 + \$200 security deposit
Non-Profit/Employee Rate: \$600 + \$200 security deposit
Weekday Meeting Rate: \$100 per hour + \$200 security deposit (2 hour minimum)
Next Morning Clean-up Fee: \$100
Deposit is due when a contract is submitted; payment in full is due 10 days before event. Fees include tables and chairs. No tablecloths are available for rent.

4. **REFUND POLICY**
No Refunds unless the event is cancelled by The City of Johnsonville due to an Act of God or other catastrophic event.
5. **PARKING**
All persons must park in the parking lot adjacent to the property.
The area in front of the Wellman clubhouse must be kept clear for emergency vehicles.
Caterers may park trucks and vans near the kitchen entrance of the building but must keep the asphalt driveway clear for golf carts.
6. **CATERERS**
Prior to the event date, caterers must meet with a member of the Wellman management staff for a walk-through. Renters must abide by all Florence County Health Department and Florence County Liquor Board regulations.
7. **RULES OF CONDUCT**
Smoking is **NOT PERMITTED** inside the Wellman clubhouse. Smoking is permitted outdoors only. No nails, staples, or tape are permitted on mantels, banisters, or walls for weddings or other events; only birdseed and balloons are permitted. Candles are permitted only after they have been enclosed by votives or hurricane covers approved by Wellman clubhouse management.
8. **SETUP**
The Renter and caterer are responsible for setting up all tables and chairs.
9. **CLEAN UP**
The Renter and the caterer are responsible for clean-up in accordance with the guidelines attached hereto and incorporated as Exhibit B.
10. **DAMAGES**
Renters and caterers are responsible for any damages to the real and personal property of the Wellman Golf Club and any other damages sustained as a result of the Renter's occupancy of the Wellman clubhouse during the event which is the subject of this Contract. The clubhouse, grounds and parking lot must be left in the same condition as they were found prior to the Renter's event.
11. **ALCOHOL**
Under No Circumstances is anyone under the age of 21 allowed to consume alcohol on the premises. It is the Renter's responsibility to ensure this prohibition is strictly adhered to. It is also Renter's responsibility to hire separate security personnel, if necessary, to ensure that minors (under 21 years of age) do not consume alcohol on the premises. Further, no alcohol is to be sold for profit on the premises.

I agree to pay \$_____ to rent the clubhouse ballroom at Wellman Golf Club, understand this fee is due by the final payment deadline and that I will be held responsible for all damages incurred, and verify all information on this contract is correct. I acknowledge that any violation of these guidelines will result in forfeiture of the \$200 security deposit.

Date

Wellman Golf Club Management

Date

Renter Signature/Printed Name

Date

Caterer Signature/Printed Name

EXHIBIT B
CLEAN UP GUIDELINES

Caterer/Renter Responsibilities Checklist at Wellman Golf Club

Before Renter and caterer vacate the premises, the following inspection will be conducted by a Wellman Golf Club staff member:

- Remove all containers from the refrigerator, oven, warming unit, tabletops, and windowsills.
- All items belonging to the Renter must be removed from the building.
- Thoroughly wipe down counter tops, sinks, refrigerator, warming unit, oven, and microwave.
- All furniture must be clean.
- All floors must be swept, mopped and/or vacuumed clean of debris.
- Remove all trash from the building, this includes all the trash cans in the building.
- All decorations must be taken down and the premises must be left in the condition it was found prior to the event.

Next morning clean-up arrangements can be made at the time of contract for an additional \$100 IF the room is not booked for the following day.

EXHIBIT C
RELEASE OF LIABILITY

Release executed for (date of event) _____

By: _____

Address _____ herein referred to as Releasor, to the clubhouse ballroom at Wellman Golf Club, 438 S. Georgetown Highway, Johnsonville, South Carolina 29555.

I, Releasor, being of lawful age in consideration of being permitted to lease the clubhouse ballroom at Wellman Golf Club for the purpose of _____ do, for myself, my heirs, executors, administrators and assigns, hereby release and forever discharge the Wellman Golf Club, City of Johnsonville, their successors and/or assigns of and from any and every claim, demand, action or whatever kind or nature, either in laws or in equity arising from or by reason of any bodily injury or personal injuries known or unknown, death or property damage resulting or to result from any accident which may occur on the premises of Wellman Golf Club during my occupancy and as a result of participation in any activities in connection with the same, whether by negligence or not. Releasor further states that he/she carefully read the foregoing release and knows the Contents thereof and signs this release as his/her own free act.

In witness whereof, Releasor has executed this release at _____ on this date ____/____/____.

Signature: _____