

# **CHESAPEAKE GOLF CLUB**

## **EVENT HALL ROOM RENTAL CONTRACT**

### **PAYMENTS**

Initial payment equal to the facility fee, or \$1,000 (greater amount), along with a signed "Event Agreement" is due to secure our venue. This payment is non-refundable.

15% Service Fee will be added to all events: Service Fee is for the following- Setup/Breakdown and Trash Removal

A bartending fee is required for all events that have a cash/open bar. \$200.00 (Requiring CGC staff to maintain it)

Cash, Certified Checks, and Credit Cards are accepted. All Credit Cards will incur a 3.99% fee.

Reserved dates are on a first-come, first-serve basis.

Reservations may be canceled without additional finance penalties other than loss of initial payment, up to 90 days prior to the reserved date and time, but thereafter, any initial or additional payments made by guest are non-refundable.

120 days prior to event date a payment of (50%) of the estimated event balance owed is due.

At sixty (60) days prior to the event (100%) of the total amount is due according to guaranteed minimum guest count. Notice of a decrease in the number of guests is required (60) days prior, otherwise the count shown on current proposal will be guaranteed for billing.

Unpaid balances WILL result in cancellation of event.

For active-duty military members, all payments remain refundable up to 60 days prior to event dates based on change in deployment/station status with official orders.

### **INSURANCE**

Prior to the event for which the client has rented the facilities at Chesapeake Golf Club Event Hall insurance is required through [www.wedsure.com](http://www.wedsure.com) Chesapeake's consultant will provide coverage amounts and information. COI must be emailed/presented no later than 30 days prior to event date.

Chesapeake holds full liquor and business general liability insurance for its own company, staff, and property.

### **Audio/Video**

Chesapeake does not include any Audio Visual, Music, or Entertainment along with the facility costs. We are however able to suggest A/V equipment, lighting, DJ and entertainment services through a preferred vendor. Live music/ DJ entertainment services are welcome to be planned by the Host as part of any event but must be approved by Chesapeake prior to finalizing the event.

No amplified music may be played, performed, or continued past 11:00 p.m. under any circumstances, in ordinance with the City of Chesapeake noise ordinance laws.

The band, DJ, or any additional contracted vendor must be completely set-up no later than 60 minutes prior to the start of the event and must vacate the premises no later than 60 minutes after the cessation of the event.

Music cannot continue past the contracted duration of the event.

### **Clean Up**

The client is expected to remove from the premises all their equipment, décor, and supplies immediately following the event, and there upon to restore the premises to an orderly condition. We are not able to store an belongings and are not liable for any items left on the premises.

### **Décor Responsibility**

Specialty, centerpiece, and ceremony décor is the responsibility of the event client Chesapeake has preferred vendor décor specialists we can recommend!

It is the responsibility of the host to provide any supplies required for their décor.

No use of silk flower petals, rice, bird seed, confetti, glitter, or sparklers are allowed inside or outside the facility.

Decorations may not be hung from any electrical fixture (including lights) or fire suppression systems.

No tape, nails, staples, command strips or thumb tacks may be put on the walls, floors or patio. No adhesive material allowed on walls or floors.

No furniture/carpets may be removed.

All candles must be in candle holders that will contain the wax. Small votive candles or battery- operated lights are permissible.

All decorations must be removed without leaving damage. We reserve the right to charge a \$500.00 cleaning fee for any excessive clean up or damage done to facility, room/ surrounding areas, linen, locker room, and/ or Chesapeake property.

### **Client/Guest/Vendor Responsibility**

The client is responsible for the behavior and actions of all event guests and vendors and assumes financial responsibility for damages to the building, grounds, or property of Chesapeake Golf Club or any 3<sup>rd</sup> party vendor or location with exception of Chesapeake employees. Lewd behavior, sexually explicit entertainment, gambling or any illegal activity is not permitted.

The client is responsible for ensuring that minors are under continuous supervision by a parent, guardian or designated adult within the building and on surrounding outdoor premises including but not limited to patios, gardens, lawns, and parking lot. Chesapeake has informed host that there is a swimming pool on property and Chesapeake may not be held liable for any accidents/ damages regarding the swimming pool.

Client assumes responsibility for the damage to, or loss of, any merchandise, gifts, or property belonging to their event, guests, agents, invitees or any other event participant, prior to, during or following event.

Animals, except for specially trained guide dogs for the deaf or blind, are not permitted within the building. Animals may participate in outside ceremonies provided they are properly housed and cared for before, during, and after the event.

As required by law, Chesapeake does not permit smoking within the building or in any outside areas where food and/or beverage are consumed. Smoking is only permitted outside of the building over 50 feet from any doorways.

All client vendors coming onto Chesapeake property for your event must have COI on file as well as a signed vendor contract.

## **VENUE/ACCESS**

Client set up and decorating will be permitted two hours prior to the event start time. All events may work with consultant for additional approved décor time. Additional décor time is dependent on surrounding event schedule.

Designated guest areas will not be available until thirty minutes prior to the event start time.

All guests must vacate the building and leave the premises no later than thirty minutes after the events listed end time.

Chesapeake reserves the right to update/change structure, décor, and materials within venue as needed leading up to the event date.

\*Wedding events will have access to the chosen ceremony space for a rehearsal as close to desired time and date as possible dependent on surrounding event schedule.

## **PHOTOGRAPHY**

Chesapeake staff may take photos of set up, couple, table settings, etc. during event and/or receive photos for use from photographer after the event. Chesapeake may use these photos in publications, marketing material, online, etc.

## **FORCE MAJEURE**

For the purpose of this Agreement, a “Force Majeure” means any circumstance not within the reasonable control of the party affected, but only if and to the extent that such circumstance, despite the exercise of reasonable diligence and the observance of good business practice, cannot be, or be caused to be, prevented, avoided, or removed, and such circumstance materially and adversely affects the ability of either party to perform its obligations under this agreement.

Fire, chemical, or radioactive contamination, earthquakes, cyclones, hurricanes, floods, droughts, or such other extreme weather or environmental conditions, or other natural calamities and acts of God.

Emergencies considered Force Majeure on part of the CLIENT may be discussed on a case-by-case basis

Neither the CLIENT nor CGC shall be considered in breach of this Contact to the extent that performance of their respective obligations (excluding payment obligations) is prevented by an Event of Force Majeure that arises near/on the Event Date.

If the CLIENT is prevented from carrying out obligations, they hereunder shall give notice to CGC of an event of Force Majeure upon it being foreseen by, or becoming known to, the CLIENT.

A rescheduling or cancellation need on part of the CLIENT will be handled on a case-by-case basis, and CGC will do our best to help accommodate the desired reschedule date. Fees may be assessed for rescheduling or cancellation up to nonrefundable initial payment amount for reschedule and up to full number of payment(s) due at time of cancellation.

As soon as reasonably practicable following the date of a Force Majeure Event, and within a reasonable time following the date of termination of a Force Majeure Event, any Party invoking it shall submit to the other Party reasonable proof of the nature of the event and of its effect upon the performance of the Party’s obligations under this Agreement.

If and to the extent that CGC/CLIENT is prevented from carrying out the event due to a Force continue to perform its obligations under the so far as reasonably practicable and in accordance with good business practices.

**INCIDENTAL CLAUSE**

Credit card will be required on file verified within 60 days of event date- Chesapeake reserves the right to charge up to \$1,000.00 in clean-up/loss/damage fees within ten days after the event date and will email invoice regarding details of charges. Any amount exceeding \$1,000.00 will be discussed prior to change.

**HELD HARMLESS**

By entering this agreement, CGC is to be held harmless from all injury or damages to person or property associated with any event on the demised premises including banquet rooms, facility or the entry ways, or such portions of the sidewalks, driveways, and delivery areas as adjoin said premises (not caused by negligence of the person to be held harmless, including all costs, expenses, claims or suits arising in connection therewith). To that end CGC will always during the term hereof, at its own cost and expense, carry with a company or companies public liability insurance on the demised premises (including said entry ways, sidewalks, driveways, delivery areas, pool, and pool areas).

CGC reserves the right to end or close during any event held on property due to any criminal activity, any endangerment or threatening action(s) towards staff or other guest, or for behavior that has or is deemed to potentially cause damage to business or personal property. This will be conducted with local law enforcement if required, up to and including civil/criminal charges filed. No monetary refund to person responsible for contracting event will be given.

All terms and conditions covered under this contract supersede any communication made verbally or via email to or by any agent of CGC.

**I have read and understand the above requirements and agree with all terms.**

Client's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

CGC Representative: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time of Event: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Event Room: \_\_\_\_\_

Add On Packages \_\_\_\_\_

Initial Payment Amount: \_\_\_\_\_

50% Payment Date: \_\_\_\_\_

Final Payment Due: \_\_\_\_\_

Credit Card on File: (Authorization of the Full Amount Owed with the approved signature of this document)

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