



Albany Golf & Event Center Rental Agreement

Event Location: ____East Room ____Adair ____Peak ____Caddy Shack ____ Player's Grille____ Fortier Room

Event Date: _____

Event Description: _____

Estimated Time of Event: _____ AM or PM (Circle One)

-Base Package Prices (Room Rates) are based upon a 4 hour time constraint. Additional time can be arranged with extra charge-

This agreement, dated _____, is made by and between
Albany Golf & Event Center and (Please list client's names below)

_____,
hereinafter referred to as the "Client". Albany Golf & Event Center hereby grants the client short term use of Albany Golf & Event Center facility and limited grounds, upon all conditions set forth herein.

Payments: A deposit in the amount of the base package price is required in order to save the date of the event or wedding. The client has 30 days to fill out and sign the Rental Agreement.

The remaining balance including food and beverages is due 30 days prior to the event date as well as the final guest count. If any charges are to incur on the night of the event, a credit card number must be given to Albany Golf & Event Center at the time of the final payment. The charges that are incurred the night of the event will be processed on this credit card number on the next business day.

Albany Golf & Event Center has the right to cancel the reserved date in the event that payments have not been made in the specified times. Albany Golf & Event Center.

Security Deposit: A security deposit in the amount of \$500 will be given 30 days prior to the event, either by credit card or check. The security deposit will cover items including, but not limited to: improper cleaning, damages, and misuse of property or items that result in a direct cost to Albany Golf and Event Center. The security deposit will be returned to the Client within 60 days following the event with a detailed accounting of all deductions, if any.

Cancellation Policy: 50% of deposit paid to Albany Golf & Event Center will be refunded when cancellation is made within 30 days of signed contract and payment of deposit. Cancellations must be in writing either by email or handwritten and delivered in person directly to Albany Golf & Event Center where the document will be dated and acknowledged. Any monies owed as a result of cancellation will be refunded within 90 days of receipt of cancellation document.

Insurance: The Client will be responsible for supplying to Albany Golf & Event Center a certificate of insurance listing Albany Golf & Event Center as “additionally insured” for a combined single limit of \$500,000. It is up to the client to supply this certificate to Albany Golf & Event Center within 14 days of the event. (Weddings Only)

Indemnity: The Client shall indemnify, protect, defend, and hold harmless Albany Golf & Event Center from any and all claims, losses, damages, costs, injuries, liens, judgments, penalties, attorney’s fees, expenses, and liabilities arising out of or in connection with the use of Albany Golf & Event Center and grounds. The client is responsible for all their guests and party members, and acknowledges that Albany Golf & Event Center is not responsible for these guests. Safety of children & adults attending the event and/or rehearsal will be the Client’s.

Alcoholic Beverages: All alcoholic beverages will be served by OLCC licensed employees of Albany Golf and Event Center. Any Client or Client’s guest that brings alcohol that is not approved, or illegal substances, onto Albany Golf & Event Center property will be asked to leave and the beverage or substance will be confiscated. Law enforcement may be contacted. Albany Golf & Event Center will adhere to all rules and regulations of the OLCC. In the case of any problems arising from the consumption of alcoholic beverages, Albany Golf & Event Center reserves the right to refuse service to any and all guests.

Decorations: Any decorations of the Client must be approved by Albany Golf and Event Center. There will be no fireworks, rice, confetti, bird seed or glitter at the event. Candles are not allowed unless authorized by Albany Golf and Event Center (all flame must be enclosed). Charges will be applied to the Client for any and all property damage caused by decorations.

Parking: Client may make signs, etc. directing guests to Albany Golf & Event Center as long as signage is approved by Albany Golf and Event Center.

Equipment: If the Client or agent acting on behalf of the Client brings any additional equipment (i.e. electronic equipment, tables, chairs, linens, decorations, etc.) not supplied by Albany Golf and Event Center, it will be the Client’s responsibility to remove these items promptly following event.

Catering: Albany Golf & Event Center works with preferred catering company's and charge a 10% access fee to those caterers. Albany Golf and Event Center allows you to use a non-preferred catering company, there is a 20% access fee for non-preferred caterer. Non-preferred caterers do NOT have access to the kitchen. If AGECE supplies staff for your event there will be an additional 20% service fee on top of the food and beverage bill. If you choose to bring in your own food AGECE will charge a garbage/outside food fee ranging from \$50-\$500 the amount will depend on number of guests. Clients may not use the kitchen. All alcoholic beverages MUST be provided and served by AGECE staff. No Exceptions

Equipment: If the Client or agent acting on behalf of the Client brings any additional equipment (i.e. electronic equipment, tables, chairs, linens, decorations, etc.) not supplied by Albany Golf and Event Center, it will be the Client's responsibility to remove these items promptly following event.

Rehearsals: Wedding rehearsals are allowed at no additional charge when the time is mutually agreeable by Albany Golf & Event Center and the Client within one week prior to the event. These rehearsals are not to take longer than one hour and any and all equipment, decorations, vehicles, or other property of the Client or Client's guests must be removed within the allotted rehearsal time unless otherwise agreed upon. Client is to be aware that another event might be scheduled on the day before the client's event and paid events will take precedence over rehearsals.

Bride & Groom Room: Albany Golf & Event Center is proud to serve the needs of the Bride and Groom in the following manner: a large room and well lit bathroom will be provided to the bride and her bridal party for the day of the wedding ceremony. The groom will also be provided a room and bathroom for him and his groomsmen to get ready. These rooms are separate from each other and allow the bride to stay hidden until the ceremony. Note: these rooms may be open to the public and the client is responsible for all items taken into the Bride and Groom areas. Albany Golf & Event Center is not liable for any and all items of the client. The client must remove all items from these rooms before the ceremony and taken outside. Rooms must be left in the same manner they were found. If garbage, food, clothing, makeup, beverages, etc. are left in these room there will be an additional charge to cleaning these rooms.

No alcohol or food is to be brought in unless provided by Albany Golf and Event Center. Client is responsible for the damage or additional costs of the cleanup and the cleaning of the linens, furniture or carpeting as a result of food or drink spills, make-up, etc. The Client will be charged at a full replacement cost of items damaged.

Photographs: Albany Golf & Event Center has the rights to all photographs of the Client's event that were taken by Albany Golf & Event Center Staff. These photographs will be used for the purpose of advertising and marketing.

Additional Responsibilities & notes: Albany Golf & Event Center will not be held responsible for power outages, weather changes, other environmental variances, or any other circumstances that are beyond Albany Golf and Event Center's control. Albany Golf & Event Center Wedding package does not include a Wedding Coordinator. Please note if you would like to have this service there will be an additional charge.

Binding Signatures for Albany Golf & Event Center Contract (Consists of 4pgs):

I (we), the undersigned, hereby acknowledge that I (we) have read, understand, and agree to all the terms and provisions under this agreement.

Client Name: _____ Signature: _____

Client Name: _____ Signature: _____

Client Information:

Mailing Address: _____

City _____ State _____ Zip _____

E-mail Address _____

E-mail Address _____

Cell Phone: _____ Additional Phone: _____

Emergency Contact:

Name: _____ Phone: _____

Relation: _____

Event Date: _____ Estimated Number of Guests: _____

Package Amount Due: _____ Paid Today: _____

Payment Information:

Credit Card Information and Authorization:

Credit Card #: _____ Exp. Date: _____

Name on Credit Card _____ Three digit: _____

Amount Charged: _____ Phone Number: _____

Billing Address: _____

Signature to Authorize Transaction: _____

Albany Golf & Event Center Representative:
