



CHENA BEND CLUBHOUSE CATERING CONTRACT



Name of Event:		
Event Date and Time:		Contract #:
Event Start Time:	Event End Time:	Number of Guests:
Organization or Sponsor's Name:		
Name of Event Coordinator:		Phone Number:
Email:		
Address:		

DOD ID Card Holders (Soldiers, Families, Retirees, DOD Civilians)			
Rental:	Rental Fees:	Quantity:	Subtotal Due:
Peak Hours (1100-1400) Private Clubhouse (min. of 2 hour rental)	\$1000 (\$125 per additional hour)		
Off-Peak Hours Private Clubhouse (min. of 2 hour rental)	\$250 (\$125 per additional hour)		
Semi-Private Clubhouse (min. of 2 hour rental)	\$150 (\$75 per additional hour)		
Bartender Service	\$50 per hour or ≥\$380 Prepaid Tab		
Food & Beverage (Potluck or In-House Catering)	See attached F&B Catering Menu		
Non-DOD ID Card Holders (Authorized Guests and Civilians)			
Rental:	Rental Fees:	Quantity:	Subtotal Due:
Peak Hours (11am - 2pm) Private Clubhouse (min. of 2 hour rental)	\$1000 (\$150 per additional hour)		
Off-Peak Hours Private Clubhouse (min. of 2 hour rental)	\$400 (\$200 per additional hour)		
Semi-Private (minimum Rental Length of 2 hours)	\$200 (\$100 per additional hour)		
Bartender Service	\$50 per hour or ≥\$380 Prepaid Tab		
Food & Beverage (Must Use In-House Catering for Food Service)	See attached F&B Catering Menu		
			Total Due:

RENTAL RESERVATION / FEES DUE POLICY:

_____ Initial 100% rental fees for event will be required with a signed copy of this agreement. If rental fees and signed contract are not received 14 days prior to event the rental reservation will be canceled.

RENTAL CANCELATION POLICY:

_____ Initial If event is canceled at least 21 calendar days or more prior to rental reservation, 100% refund of rental fees. If event is canceled at least 14 calendar days or more prior to the reservation rental, 50% refund of rental fees. No refund will be given of events canceled less than 7 calendar days prior to rental reservation.

ALCOHOL POLICY:

_____ Initial All alcohol to be consumed on the Chena Bend premises will be purchased from Chena Bend. There are no exceptions to this policy.

OTHER POLICIES:

_____ Initial Rental space deposit must be paid within 5 business days of signing the facility rental contract. Food & beverage deposits may be paid on day of event.
The rented space(s) must be returned to pre-event condition, including trash removal. Please include any setup or teardown time in your requested event hours.
Any costs incurred from damage to facility property occurring during rental hours or from excess cleaning required by the facility, will be the responsibility of the rentee.

Your signature on the below line constitutes acknowledgement of receipt of this contract and your agreement to all terms of this contract.

Customer Signature: _____

Customer Printed Name: _____

Contact Phone Number: _____

Date: _____

Chena Bend Representative: _____

Representative Printed Name: _____

Date: _____

Chena Bend Golf Course - For Internal Use Only		
Rental Fee Payment		
Event Name:	_____	
Receipt Number:	Amount Paid:	Date Received:
_____	_____	_____