



**GAYLORD GOLF CLUB  
FACILITY RENTAL RESERVATION AND AGREEMENT**

P.O. Box 207, 4893 M 32 West  
Gaylord, MI 49734  
231-546-3376

Event Date \_\_\_\_\_ Event Time \_\_\_\_\_ End Time \_\_\_\_\_ # of Guests \_\_\_\_\_

Rented to (Lessee) \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_ Business \_\_\_\_\_

Email Address \_\_\_\_\_

Type of Function \_\_\_\_\_ Will Golf be Included? \_\_\_\_\_

Responsible Party \_\_\_\_\_

Reservation Deposit Paid (see Rental Agreement) \_\_\_\_\_

**FACILITY/SERVICE REQUIREMENTS/FEES:**

Facility or Service	Price	Number	Total Cost
Member Room (See note #1)	\$350.00		
Catering (per person)			
Napkins (White)	\$ .50 each		
Tablecloths (White)			
72" Square (used on round top)	\$ 4.00 each		
52" Square	\$ 3.00 each		
90" Square	\$ 5.00 each		
Banquet Table	\$ 4.00 each		
Meal Place Settings (See note #2)			
Glass Plate	\$ .50 each		
Table Service	\$ 1.35 each		
Water Glass	\$ .45 each		
Room Clean-up	\$ 25.00		
Golf Fee (per person)			
Cart Fee (per person)			
		Subtotal	
		Tax	
		<b>Total</b>	

Note 1: The Room Fee is waived if renter uses GGC catering.

The Room Fee may also be waived subject to approval by the GGC Board of Directors.

Note 2: The first 80 place settings are included. Prices indicate place settings over 80.

**The Gaylord Golf Club reserves the right to change, adjust or delete any charges or rules listed in this contract.  
The Gaylord Golf Club also reserves the right to terminate any event which poses a threat  
to the safety of participants or employees.**

**RENTAL AGREEMENT:**

As the "Responsible Party" I understand the following terms of rental for the facilities at the Gaylord Golf Club, and I agree to abide by these terms. (Please initial)

- \_\_\_\_\_ The "Responsible Party" must sign this agreement, must pay for the event and must be present throughout the event.
- \_\_\_\_\_ A deposit is required to reserve the room. Payment of the deposit is due at the time the reservation is made. The date is not held until the deposit is paid. The deposit is non-refundable in the event of cancellation. If no cancellation occurs, the deposit will be applied to the final billing.
- \_\_\_\_\_ Facility rental cannot be transferred or reassigned without GGC approval.
- \_\_\_\_\_ Payment of the total cost for the event is due 24 hours before the event begins.
- \_\_\_\_\_ The "Responsible Party" agrees to pay any balance due at the end of event for additional charges, damages or losses. The clean-up fee can be increased to cover any damage or excessive cleaning.
- \_\_\_\_\_ All alcoholic beverages served at the event must be purchased from Gaylord Golf Club.
- \_\_\_\_\_ If, at any time, minors are found with alcoholic beverages, the event will be cancelled immediately. Those attending will be asked to leave.
- \_\_\_\_\_ Checks cannot be held or post-dated.
- \_\_\_\_\_ Adults must be present with children at all times.
- \_\_\_\_\_ No tape can be applied to walls, ceilings or painted surfaces. All decorations must be removed before leaving the premises.
- \_\_\_\_\_ No permanent fixtures, pictures or furniture may be moved.
- \_\_\_\_\_ The Gaylord Golf Club adheres to current State laws regarding smoking regulations. Because food is served on the deck area, the deck is also non-smoking.

I have read this agreement and will abide by its terms.

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(Responsible Party)

\_\_\_\_\_  
(Responsible Party's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(GGC Pro/Manager's Signature)

\_\_\_\_\_  
(Date)

Date	Amount	Check #	Payee	Balance Due
<b>Beginning Balance</b> →				

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## Waiver and Assumption of Risk

I, \_\_\_\_\_, Lessee, voluntarily sign this Waiver and Assumption of Risk in favor of the Owner, Gaylord Golf Club, in consideration for the opportunity to use the Owner's facilities and/or engage in activities sponsored by the Owner, as follows:

- Use of the member room, or any of the public areas for a private party, meeting, or other gathering or event, on \_\_\_\_\_.  
(date of event)

I understand that there are certain risks and dangers associated with the activity and use of the facilities. I fully understand the danger involved. I fully assume the risks involved as acceptable to me and my party, and I agree to use my best judgment in undertaking these activities, to follow all safety instructions, and to instruct the persons in my party to follow all safety instructions. I and my party waive and release the Owner from any claim for personal injury, property damage, loss, or death that may arise from the use of the facilities or from participation in the activities. I agree that I am the responsible party during my rental period, and I assume all responsibility for my party during our use of the Owner's facilities.

I am a competent adult, age 18 or over, and I assume these risks of my own free will.

**Lessee:**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Lessee Name (please print)

**Gaylord Golf Club:**

I have verified that all areas of the Facility Rental and Reservation Agreement are completed, and I have reviewed all terms on page two of this agreement with the lessee who has agreed to those terms in writing. The lessee signing this waiver is the responsible party renting the room who is age 18 or above.

Dated: \_\_\_\_\_

\_\_\_\_\_  
GGC Employee Signature

\_\_\_\_\_  
GGC Employee Name (please print)