

2026 Forest Park Country Club Ballroom Rental Agreement Summary

Here is a summary of the key terms and conditions:

Financial Commitments

- **Rental Fees:** Non-members are charged **\$1,000**, while members pay **\$500**.
 - **Deposits:** There is a **refundable** security/damage deposit of \$250 or \$500. There is also a **non-refundable** event deposit of \$250 or \$500 required to secure the date.
 - **Payment Deadline:** The remaining balance is due **30 days** before the event.
 - **Cancellations:** You must cancel at least **30 days** in advance to recover your deposit. If you cancel later, half the deposit is forfeited unless the venue is re-rented for that date.
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Logistics and Capacity

- **Maximum Capacity:** The ballroom can hold up to **300 people**.
 - **Furniture:** FPCC provides tables and chairs for up to **200 guests**. If your guest list is larger, you are responsible for providing the extra furniture.
 - **Duration:** Evening events must conclude by **12:00 midnight**.
 - **Early Access:** Early entry for "elaborate" decorating is possible by special consideration.
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Food, Drink, and Security

- **Catering:** The **Clubhouse Grill** is the exclusive provider of alcoholic beverage services and food. If you want liquor or a different caterer, a Restaurant Buyout is required and you must provide a copy of the ABC Liquor license prior to the event.
 - **Supplies:** You or your caterer must provide all dishware, silverware, and linens.
 - **Security Requirement:** If you have **100+ guests** and are serving alcohol, you **must** hire off-duty Henry County police at your own expense (one officer per 100 guests).
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Rules and Safety

- **Smoking:** The entire clubhouse is a **smoke-free environment**.
 - **Children:** For guests under 15, you must provide a **written supervision plan**. Children must be with a parent/sitter when leaving the ballroom and are not allowed to play in the driveway or near the pool.
 - **Conduct:** The renter is liable for any property damage caused by guests. Disruptive guests must be asked to leave.
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The Cleanup

FPCC provides general cleaning *before* your event, but the post-event cleanup is largely your responsibility.

- **Trash:** Must be placed in contractor-grade bags and taken to the onsite dumpster-located by the tennis courts.
- **Floors:** Hardwood must be swept and mopped; carpets must be vacuumed.
- **Furniture:** Tables and chairs must be wiped clean. Chairs must be stacked against the wall in groups of **10 or fewer**, with backs facing the room.