

BALLROOM RENTAL AGREEMENT

Forest Park Country Club "The Park"
PO Box 4106 Martinsville, VA 24115

The Clubhouse Grill - Art Trapp: 276-226-2000/ 276-356-2572
Carlan (Smiley) Craig: 276-732-6502 Jessica France: 276-252-8371

Name of Group or Individual: _____

Address: _____

Email: _____

Telephone: _____

Date of Event: _____

Purpose of Event: _____

Number of guests expected: _____

Forest Park Country Club, Inc, hereafter referred as FPCC, agrees to rent the Hall herein described as "The Ballroom" to a third party non-member, herein called the Renter in this agreement. FPCC and the Renter agree to the mutual benefits and obligations provided in this rental agreement:

Rental Area: Ballroom

Rental Fees: \$1,500

Property Damage Deposit: \$500 (Refundable) Half of the rental fee is due 30 days prior to the event.

Event Deposit: \$750 (Non-Refundable)

Total Due- Day The Contract Signed: \$750 (Half of Rental)

Total Due- 30 Days Prior to Event: \$1,250 (Property damage deposit, & remaining balance of rental)

Total Rental Cost: \$2,000

Fees include the use of: Ballroom, overlook, portable bar, available chairs, restrooms, and heat/air conditions for the event.

A deposit of \$250 / \$500 dollars is required to secure the date on the FPCC Event Calendar with the balance due 30 days prior to the rental date. A request for Cancellation by the Renter must be made within thirty (30) days prior to the event in order to recover the deposit.

Please initial each page to indicate your understanding and acceptance of the provisions above _____

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To the date of scheduled occupancy: One half of the original deposit will be forfeited unless the Ballroom can be rented for the same scheduled date.

In the event of damage (beyond ordinary use) to FPCC by the user or any members of its party, the group-user agrees to pay the full cost of repairs, restoration, or replacement. If no damages have been incurred, the security deposit will be returned after inspection of rented space.

1. If The Clubhouse Grill is not used for catering, there will be an additional fee for a restaurant buyout. **The Clubhouse Grill: 276-226-2000**
2. The closing time for an evening event is 12:00 midnight.
3. FPCC agrees to supply and the tenant agrees to use the premises and maintain in reasonable condition the following: All FPCC properties, specifically Tables and Chairs, Rest Rooms, Floor, Furniture in Foyers, and Seasonal Decorations when supplied by FPCC.
4. All Dishware, Silverware, Linens, and other essentials commensurate with the Party function are to be supplied by the Caterer and/or the Renter.
5. FPCC will provide general house cleaning prior to the event. After the event, the Renter will assist with cleanup and rubbish removal.
6. The Renter must remove any special decorations not provided by FPCC at the conclusion of the rental period.
7. Renter shall remove decorations and trash the day/evening of the event and restore the rental areas to the condition they were in when conveyed to the renter.
8. The Renter agrees and acknowledges that the Premises have been designated as a Smoke Free Environment and will not smoke anywhere within the confines of the Club House.
9. If the Renter plans to provide alcoholic beverages for the Guests, the Renter will be required to purchase beer and wine from The Clubhouse Grill. If Renter is wanting liquor, a Restaurant Buyout is required and The Renter is responsible for obtaining a ABC Liquor License.
10. Parties of 100 or more where alcoholic beverages are to be served, **MUST** provide outside security. One uniformed officer per 100 people must be present. Security is provided at the Renter's expense. To employ an off-duty Henry County policeman- use this link: <https://odm.officertrak.com/Henry-Co-VA-SO>

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11. To the subject of Children under the age of 15, there must be a written plan in place for supervision and safety of these children. Children must be accompanied by their parents or designated sitters anytime they leave the Ballroom. The children may not loiter in the rest rooms or in the foyers, or on the stairs. Children may not play in the driveway or near the pool area.
12. FPCC can supply Tables and Chairs to seat up to 200 guests. Chairs and Tables for more than this number of people will become the Renter's responsibility .
13. Ballroom capacity shall not exceed 300 people.
14. If there is any disruptive behavior that is determined to be threatening to either people or property, you will ask the person or persons to leave the building and grounds.
15. For DJ Services, contact **Carlan (Smiley) Craig: 276-732-6502**
16. Special considerations for early access into the Ballroom will be given to events that require elaborate preparations and decorations.
17. The Renter agrees to comply with all federal, state, and local laws and regulations during the event. The Renter shall indemnify and hold FPCC harmless from any claims, damages, or legal actions arising from the Renter's use of the space, including the recovery of all reasonable attorney's fees, court costs, and related legal expenses incurred by FPCC in connection therewith.
18. To ensure a worry-free experience for you and your guests, a mandatory Event Liability Insurance premium will be included as a supplemental fee in your rental agreement.

To the subject of property damage, FPCC belongs to members and stockholders. It is much like a home away from home to the Forest Park People.

Your guests will have the opportunity to enjoy our building and premises on the date of your event. Please realize that you are liable for any property damage that may occur as a result of the behavior of anyone attending your event or anyone who may be on the FPCC property as a result of the publicity surrounding your event.

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Forest Park Country Club is honored to host you. We look forward to providing a sophisticated backdrop for your celebration and wish you a truly exceptional event!

Signed in agreement by Renter:

Signature: _____

Printed Name: _____

Date: _____

Signed and dated in agreement by FPCC Representative:

Signature: _____ **Date:** _____

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CLEANUP CHECKLIST

After the event, the Renter will provide cleanup and rubbish removal. All areas used will be restored to the condition when conveyed to the renter. Specific Cleanup List is as follows:

- **Trash:**
 - Must be placed in contractor-grade bags and taken to the dumpster near the tennis courts.

- **Restrooms:**
 - Trash removed, cleaned

- **Floors:**
 - Hardwood must be swept and mopped; carpets must be vacuumed
 - Inspected for excessive damage

- **Furniture:**
 - Tables and chairs must be wiped clean. Chairs must be stacked against the wall in groups of 10 or fewer with the backs facing the room.