

Fennwood Hills Country Club Hall Rental Agreement

Renter Name: _____

Rental Date: _____

Event Name (Type of Event): _____

Estimated Attendance: _____

Rental Time: _____ AM/PM to _____ AM/PM
(4-hour time frame during clubhouse hours)

Important Notices

1. **Event Size:**

If your event exceeds 50 guests, you must arrange and pay for a security detail.

- Contact Captain Shawn Pratt at 228-405-2007 (ZPD: 225-279-1380).
- Requires 2 officers at \$40/hour each (4-hour minimum).
- Once arranged, inform FHCC of details.

2. **Alcohol Policy:**

Outside alcohol is strictly prohibited. Alcohol may not be consumed in the parking lot or taken outside in cups. Violation of this policy may result in immediate termination of your event without refund. Renters are responsible for informing their guests.

Renter Initials: _____

Rental Options

Ballroom (with kitchen privileges):

- ☐ 0 to 40 Guests: \$400 (Member) | \$500 (Non-Member)
- ☐ 40 to 60 Guests: \$600 (Member) | \$800 (Non-Member)
- ☐ 60+ Guests: \$800 (Member) | \$1,000 (Non-Member)

*Tables and chairs included. **Tablecloths not included.***

Kitchen Fee (Non-Members Only): \$50 (applies regardless of party size)

Charity Discount:

☐ Are you a charity? If yes:

(Name) _____

(EIN) _____

Discounts must be pre-approved by a club officer.

Additional Rental Time:

Requested: _____

Additional time is \$100/hour. The next hour starts billing 10 minutes in.

Payment Information

Card information is required upon booking. Any damages will be charged to the card on file. If estimates are needed, the card may be charged between \$50-\$1,000 as a placeholder until an official quote is received. The remainder will be charged accordingly.

Services

Preferred Vendors (Optional):

Inform FHCC if using any vendor below and provide or have vendor provide invoice. Payment is due 15 days before rental. FHCC will remit payment to vendors.

- Boggs Production (DJ/Decor)
- South Plains Food Company (Catering)
- The Francis (Catering)
- LGG - Lipscomb's Garland and Glam (Decorator)
- Photography
- Kyle Wells (Fireworks/Sparklers)

Outside Catering:

- Requires FHCC approval and \$50 fee.
- Caterer must submit required permits and certifications.
- Caterer Name & #: _____
- Outside Caterer? (Circle): YES / NO

Entertainment:

- Must be approved by FHCC.
- Entertainment must end 1 hour before closing.
- Entertainment Name & #: _____
- Entertainment? (Circle): YES / NO

Setup Times:

- Caterer Setup: _____ AM/PM | End: _____ AM/PM
- Entertainment Setup: _____ AM/PM | End: _____ AM/PM

All setups must be approved. Electrical availability is limited to venue capacity.

Bar Packages

All alcohol must be purchased through FHCC bar. Unauthorized alcohol will be confiscated. Violations may terminate your event.

- Bartenders will check IDs and may refuse service to intoxicated guests.
- Specialty drinks may be ordered with 2 weeks' notice.
- No shots allowed in any package.
- Bar closes 15 minutes before rental end time if it coincides with club closing.

Bar Package Options (Per Person Pricing):

- ☐ Bogey (Non-alcoholic): \$8
- ☐ Par (Beer/Wine): \$16
- ☐ Birdie (Call Liquors, Beer/Wine): \$20

- ☐ Eagle (Premium Liquors, Beer/Wine): \$25
- ☐ Hole-in-One (Custom Order): 15% markup; finalize selection 2 weeks prior.
- Selections submitted on: _____ Total: \$ _____

If alcohol runs out:

- ☐ Guests pay individually
- ☐ Additional bar tab of \$ _____
- ☐ Additional amount upon depletion: \$ _____
- Package Total: \$ _____ × _____ guests = \$ _____

Bartenders:

- Additional bartender required if guest count exceeds 75.
- ☐ Add Bartender: \$100 each

Add-ons:

- Chairs: _____ @ \$0.50 each (100 available)
- Round Tables: _____ @ \$10 each (8 available)
- Rectangular Tables: _____ @ \$10 each (6 available)
- Tablecloths: _____ @ \$10 each ☐ White ☐ Black

Charges Summary Table

Description	Amount (\$)
Facility Rental	\$ _____
Kitchen Fee (if applicable)	\$ _____
Additional Time	\$ _____
Bar Package Total	\$ _____
Additional Bartender(s)	\$ _____
Add-ons Total (tables, etc.)	\$ _____
Outside Catering Fee	\$ _____
Total Amount Due	\$ _____
<input type="checkbox"/> Deposit Paid: \$100	Balance Due: \$ _____ by: _____

Renter Responsibilities

The renter is responsible for:

- Leaving the venue in original condition
- No use of nails, staples, or tacks
- Supervising children on premises
- Compliance with local laws
- Damage or loss of property
- Garbage removal and cleanup
- \$100 cleaning fee for glitter, confetti, etc.
- FHCC reserves right to remove unruly guests
- Pyrotechnics must be pre-approved by the city

Renter Initials (Confirm Understanding): _____

Agreement Terms

This is a binding agreement.

- A non-refundable \$100 deposit is required at booking.
- Remaining balance due 2 weeks before the event.
- Price does not include vendor charges added after agreement.

Total Amount Due: \$ _____

Due Date: _____ (Less \$100 deposit)

Renter Signature: _____

Date: _____

FHCC Employee Processing Rental: _____

Deposit Paid - Initials & Date: _____

Balance Paid - Initials & Date: _____

Security Detail Info (If Applicable): _____

