

ROCK CREEK COUNTRY CLUB

304 N 16th St., PO Box 212, Burlington, KS 66839
 (620) 364-2145 • rockcreek@rockcreekks.com • www.rockcreekks.com

Rental Agreement

Event Information

Group/Event Name	Date of Event	Start Time	End Time
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RCCC Sponsor Name:	Event Contact Name:	Event Caterer Name:
Address:	Address:	Address:
Phone:	Phone:	Phone:
Email:	Email:	Email:

Date of Contract:	Contract Due Date:	← This date must be 45 days before Date of Event (above)
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Club House Type of Event:			
Golf Outing (check one)			
<input type="checkbox"/>	Course Only		
<input type="checkbox"/>	Course & Club House		
<input type="checkbox"/>	Course, Club House, & Food		
Food Requirements (see Food-Bar-Golf Course Needs page)			
Bar Requirements (check all that apply):			
<input type="checkbox"/>	Liquor	<input type="checkbox"/>	Coffee
<input type="checkbox"/>	Beer	<input type="checkbox"/>	Water
<input type="checkbox"/>	Soft Drinks	Other: _____	

Expected Attendance	Estimated	Guaranteed
Club House		
Golf Course		
Food		
Bar		
A guaranteed guest count is required three (3) normal business days in advance of the event date. NOTE: Saturday and Sunday are not normal business days. If the guarantee is not received on or before three (3) normal business days the estimated attendance as indicated on the function attendance estimate will be considered the guarantee. <u>ALL SIGNED CONTRACTS SHALL BE DELIVERED TO THE CLUB AT LEAST 45 DAYS PRIOR TO THE OUTING OR EVENT.</u>		

Cancellation & Refund Policy

Cancellation must be received ten (10) or more business days in advance of scheduled Date of Event (above) to receive Club House Rental deposit refund otherwise deposit is forfeited. Food and beverage deposit will be refunded only if food or beverages have not been ordered for your event and cancellation requirement is met.

Acknowledgement & Signatures

We have read the above and the terms for “**RULES FOR CLUB HOUSE AND GOLF COURSE RENTAL**” and agree to abide by the Rules and Regulations of Rock Creek Country Club.

RCCC Sponsor Signature	Date
RCCC Sponsor printed name	

Event Sponsor Signature	Date
Event Sponsor printed name	

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Specific Information for RCCC Rental

Club House

Rental Fees	Cost per Event	Amount
CLUB HOUSE Member event, no kitchen	\$50.00	\$
CLUB HOUSE Member event, full kitchen	\$100.00	\$
CLUB HOUSE Non-member event	\$250.00	\$
CLUB HOUSE Non-profit organization (Full Kitchen ONLY)	\$175.00	\$
Any other event over 100 people	Negotiable. Please call or email.	\$
Total Club House Rental		\$

Services	Cost	Qty	Amount
LINEN Table cloth	\$2.00 each		\$
CLEAN-UP (\$20.00 per hour, 2.5 hour minimum. Time over 2.5 hours will be charged & invoiced separately, if applicable). Fee waived if renting party performs acceptable clean up.	\$20.00 per hour	2.5	\$ 50.00
Total Services			\$

Food, Beverage, & Bar	Cost	Qty	Amount
FOOD per plate – RCCC Catering			\$
WAIT STAFF servers	\$10.00 per hour/ server		\$
BAR Champagne			\$
BAR Keg			\$
BAR Open bar			\$
BAR Bartender (fee waived if bar purchases total \$325.00 or more)	\$25.00 per hour		\$
Subtotal Food, Beverage, & Bar			\$
Line above x 18% (Gratuity)			\$
Total Food, Beverage & Bar			\$

Golf Course Green fees are mandatory for all member or guest tournaments or events.

Green Fees & Cart Rental	Cost	Qty	Amount
GREEN FEES – 9 holes	\$5.00 per person		\$
GREEN FEES – 18 holes	\$10.00 per person		\$
Total Golf Course Fees			\$

Grand Total, Deposit, & Balance Due	Add all totals from above
<p><u>Deposit of 50% of Grand Total is due at time of reservation.</u> Deposit includes Total Kitchen Rental Fee. Balance of deposit goes toward Food, Beverage, & Bar amount. See Page 1 regarding Cancellation & Refund Policy.</p> <p>Balance is due within fifteen (15) days of invoice date.</p>	<p>Grand Total \$</p>
	<p>Grand Total x 50% = Deposit Due Now</p>

Other Information

Approvals (initials)	House Manager	House Committee Chair
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Food – Bar – Golf Course Needs

Food

Please list types of food required.

Bar

Please list all beverages required. Specify keg, if appropriate.

Golf Course

Please describe needs for use of the course.