

MONROE COUNTRY CLUB BALLROOM USAGE APPLICATION

Date of Event _____ Time of Event _____ am pm until _____ am pm
 Type of Event _____ # Attending _____ (Maximum Capacity: 200)

Contact Person _____ City Resident ___ Non-City Resident ___
 Address _____ City/State _____ Zip _____
 Email Address _____ Driver's License # _____
 Home Phone _____ Cell Phone/Business Phone _____
 Name of Group/Event/Company _____

Internal Organization Organization with valid Non-Profit status (501 C must be attached) (Check if applicable only)

OFFICE AND ADMINISTRATIVE USE ONLY:

Employee Completing Application: _____ Date _____

Approved ___ Denied ___ Facility Op. Director _____ Date _____

Approved ___ Denied ___ Parks and Rec. Director _____ Date _____

Charges: 50% of rental fee due at time of reservation. Balance is due 30 days prior to rental.

Rental Fee	\$ _____
Refundable Damage Deposit	\$ _____
Hourly Fee	\$ _____
Security Officer Fee - # hours _____	\$ _____
Dinnerware/Glassware/Flatware	\$ _____
Total Amount Due	\$ _____

Additional Comments:

I hereby certify that I am the authorized and responsible representative of the petitioning group, that the above statements are true to be the best of my knowledge, that I have received and read a copy of the rules and regulations governing the use of the facilities; and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.

The undersigned applicant hereby agrees to indemnify and save harmless the City of Monroe from and against any and all loss, costs, damages, expense and liability causes by any accident or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, its agents, employees, or invitees.

The person to whom this facility use permit is issued is the contact person and must be on the premises during the entire event and have the approved permit in his/her possession during the time of approved use. I understand that any special arrangements must be made in advance and noted on application. Failure to disclose all information and failure to comply with regulations will mean forfeiture of my deposit and/or other charges. Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee, if cancelled 30 days prior to use. After that date, 50% (minus administration fee) will be issued. I certify that the undersigned is at least 21 years of age.

Today's Date _____ Signature _____

NOTE: PERMIT IS NOT VALID UNTIL APPROVED AND SIGNED BY AUTHORIZED PERSONNEL AS LISTED ABOVE.

ADMINISTRATIVE USE ONLY: Permit#: _____

Certificate of Insurance (If applicable): _____ Temporary Use City Permit (If applicable): _____ Receipt#: _____

Payee: _____ Cash/Credit Card/Ck# _____ Amount _____ Date _____

OFFICE USE ONLY: Facility was left in satisfactory condition Yes _____ No _____

Refund of \$ _____ to be processed Signature of Facility Supervisor _____ Date _____

MONROE COUNTRY CLUB

Building Usage Guidelines

NO SMOKING ALLOWED IN THE BUILDING.

NO CONFETTI ALLOWED INSIDE OR OUTSIDE THE BUILDING.

Rental fee includes Catering Kitchen, tables and chairs. Certain areas of the facility are not accessible to the public.

1. **MAXIMUM CAPACITY:** 200 people (due to fire code any abuse of this rule will result in the suspension of the rental and forfeit of rental fee and security deposit).
2. No use of tobacco products are allowed in the building.
3. All rentals will be provided with a designated area in which **one** band or DJ may set up. This area is located in the areas between the two doors on the end of the ballroom opposite the kitchen. Bands must use pads for set-up of equipment.
4. No stages of any kind are permitted unless prior authorization is given and noted on your rental form.
5. No admission fees may be charged at the door; no concessions may be sold; no admission fees shall be used for personal financial gain. Fundraising events permitted only for approved non-profit organizations.
6. Renter is responsible for the rental facility and the outside areas. Do not allow unattended children outside of the building. Children should be supervised at all times. There are areas both inside and outside of the building that are not safe for unsupervised children.
7. Parking permitted in designated areas only.
8. No one is allowed on the golf course at any time during the rental.
9. No tape, staples or glue to be used on the walls. Do not hang anything from the chandelier.
10. No drip candles allowed. Only dripless permitted.
11. There are 20 round tables (5 ft) and 40 rectangular tables (6 ft) and 200 chairs available.
12. Renter must leave the facility as it was found. Kitchen should be swept, mopped and all items used washed and placed back in designated areas. All trash should be removed from the building and placed in the dumpster located at the back of the building. Tables and chairs must be placed back in the rear storage area. If the building is not left clean or any damage has been done, the security deposit will be forfeited.

13. All functions must end by 12 o'clock midnight and must be cleaned up and everyone out by 1:00 am. Hours exceeding those will be deducted from the refundable damage deposit at a rate of \$100.00 per hour rounded to the half hour.
14. Any event serving alcohol will be required to pay an additional fee of \$35.00 per hour for a security officer that will be provided by the City. The City maintains a Special Event Permit from the North Carolina Alcohol Beverage Control Commission which allows renters to serve alcohol at their event. This permit does not provide for the sale of alcohol at these events. It is the sole responsibility of the renter to ensure that all NC ABC laws are followed. The legal drinking age in the State of North Carolina is 21 years of age and it is a criminal offense to aid, abet, sell or give alcoholic beverages to anyone under the age of 21.

If the police officer on duty is aware of any alcohol violations, it will result in the suspension of the event, the rental fee and refundable damage deposit will be forfeited.

15. The Monroe Country Club is decorated for Christmas beginning the Monday after Thanksgiving through January 4th. These decorations cannot be removed.

Signature of Renter

Date