

Winston-Salem Recreation & Parks
Winston Lake Golf Clubhouse Rental Application

Applicant must be at least 21 years of age, responsible for any/all damages, & in attendance during the entire event.
There is a non-refundable \$50 deposit required to hold dates.

Contact Name _____ Email _____

Address _____

City _____ State _____ Zip _____

Primary # _____ Day # _____

WLGC Clubhouse Facility Rental Rates and Set up Fees			
Rentals Leasing Period - September - March			
Up to 4 hours	\$200		Set Up Fee
Personnel	\$80		Up to 2 hours
			\$25

Day/Date of Rental: _____

Start time: _____ End Time: _____ Total Hours: _____

Function Type: _____ # Guest: Adults _____ Teens/Youth _____

Space Requested: Clubhouse

Will admission fees or sales occur during the event? YES NO

If yes please explain: _____

Will catering services be needed for the event? YES NO

If yes please explain: _____

If no, do you plan to bring your own food/beverage to the facility for your event?

YES (20% fee may apply) NO

Equipment Needed: Tables: _____ Chairs: _____ Other: _____

I am the authorized and responsible representative of the intended event. The information above is correct and details of the rental are accurate. I will hold all attendees responsible for complying with the regulations, policies, and fees governing the use of the facility as detailed in the FACILITY RENTAL POLICY. I understand that non-compliance can result in the termination of the agreement.

I have received a copy of the RENTAL POLICIES & RULES: YES NO

Signature _____ Date _____

OFFICE USE	
Winston Lake Golf Course Clubhouse	Phone #:336-727-2703
Address _____	
City _____	State _____ Zip _____
Rental Fee: _____	Fees Paid: _____ Balance Due: _____
Total Balance Due Date: _____	
Reviewed by: _____	Date: _____
Recreation & Parks Director:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved

Winston-Salem Recreation & Parks
Winston Lake Golf Course Clubhouse Rental Policies & Rules

Renter must be at least 21 years of age, responsible for any/all damages, & in attendance during the entire event.

RESERVATION

- ❖ Renter (responsible party) must be at least 21 years of age and provide identification upon request.
 - Renter cannot sublet or assign use of these facilities without written consent of WSPR
- ❖ A \$50 non-refundable/non-transferable deposit and rental agreement is required to hold the date
 - Deposit is applied to the total amount due
- ❖ All fees must be paid two (2) weeks prior to event
 - Payments within 14 days must be cash, certified check, or money order
 - Failure to pay in advance will result in cancellation of rental
- ❖ Winston Lake Golf Clubhouse is only available during the authorized time stated on RENTAL APPLICATION
 - The Clubhouse is rented for a minimum of four (4) hours
- ❖ Entertainment (i.e., DJ, band, performers, inflatables, etc.), and all public events are subject to additional requirements, permits, approval and additional fees - A two week notice is required.
- ❖ Set-up, decorating, break down and clean up time cannot extend beyond time requested
 - Additional time may be purchased up to five (5) days before the event
- ❖ Cancellation must be received in writing two weeks prior to your event
- ❖ Certificate of liability insurance and/or police officers may be required for some events
 - If required, must be secured with confirmation two weeks prior to event
- ❖ WSRP staff and/or local law enforcement will monitor the rental to ensure policies are being adhered to
- ❖ Doors may not be locked during your rental

FACILITY

- ❖ Consumption and/or possession of beer and/or alcoholic beverages require special permitting. Without a permit, alcohol brought to any park/facility is a misdemeanor crime. Any indication of unpermitted alcohol at the site or underage drinking during the rental will result in possible legal fees and immediate termination of event without refund.

_____ INITIAL HERE THAT YOU ACKNOWLEDGE AND AGREE TO THE ALCOHOL POLICY

- ❖ Smoking prohibited inside and within 30 feet of clubhouse
- ❖ NO glitter, confetti, bubbles, silly string, or similar items are permitted inside the clubhouse
 - NO taping or stapling on the walls, or hanging decorations from the ceiling
 - Painters tape and/or command strips are the only items permitted
- ❖ A 20% fee for outside catering may be applied to your final invoice if you choose to bring outside food into the facility. See Appendix A for additional information.
- ❖ Pets are not permitted in indoor facilities unless they are a service animal. Discard pet waste properly.
- ❖ No parking, driving, or idling of any vehicle on any city property other than paved parking areas.

SET UP & CLEAN UP

- ❖ Rental groups are responsible for their set up and clean up, and rooms are to be returned to the original set up
- ❖ Trash taken outside to dumpster (trash bags furnished by facility)
- ❖ Wipe down all tables and counter tops
- ❖ All litter outside from rental should be cleaned up
- ❖ Delivery and pick up of outside organization rental equipment must be approved by golf professional
- ❖ **All personal equipment or supplies must be removed from facility at end of rental**

I understand the Winston Salem Recreation and Parks FACILITY RENTAL POLICIES and will hold guests and myself accountable for complying. I understand if these policies are not followed Winston Salem Recreation and Parks has the right to cancel rental before or terminate during the event.

Name (Print): _____ Date: _____

Signature: _____

Winston Salem Golf Course _____ Rental Date: _____