



<p><b>For Office Use Only</b> <b>Paid \$</b> _____ <b>Date</b> _____</p> <p><b>Cash   Check   Credit</b></p>
--

### ROOM RENTAL CONTRACT

The below contract states fees associated to the room rental and the rules that follow. The contract needs to be returned to the manager thirty days prior to the requested party date. The signed copy will be kept with the manager. You will receive a copy signed by the manager before your party date.

The below information was gathered from the conversation with the manager on: \_\_\_\_\_

**YOUR REQUESTED PARTY DATE IS:** \_\_\_\_\_

**YOUR REQUESTED PARTY TIME IS:** \_\_\_\_\_

**YOUR ESTIMATED TOTAL # OF GUESTS IS:** \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND RETURNED BY:** \_\_\_\_\_

\_\_\_\_\_ \$75 room rental Member rate

\_\_\_\_\_ \$125 room rental Non-Member rate

\_\_\_\_\_ \$50 Kitchen or Grill Usage Fee

\_\_\_\_\_ \$50 Cleaning Fee (waived if cleaned)

\_\_\_\_\_ \$200 Bar Minimum for Out of Season Rental (other fees will be waived)

### ROOM RENTAL AGREEMENT

1. All rates above are In Season Rates (March – October) A \$200 bar minimum will be added if the party is scheduled November – February.
2. A \$50 charge will be added for use of kitchen and/or grills.
3. A non-refundable deposit of half is due 30 days prior to the date of the party.
4. Include this contract, signed, when you pay your first half deposit.
5. Second half of fee due at the end of the party.
6. The below signee is responsible for general cleaning of the kitchen and all

decorations used must be taken down.

7. The LPCC staff will do the vacuuming at nights end.

**8. No sprinkles may be used for parties. (\$20 fee added if used)**

9. Dance floor is not provided. If you plan on renting a dance floor for your party, it is the responsibility of the party to set up and tear down.

10. Any table and chair arrangements must be made known to management at least one day prior to party date to allow time for proper set-up.

11. Setting up for party is done the day of the party unless the room is available the night before.

12. Open bar and drink tickets available for parties. 15% gratuity added for open bar and drink tickets.

13. For the safety of your party and the golfers on the course, no golf carts will be given out to tour the course.

14. The below signee is responsible for their guests. Please keep your party from playing on or around the putting greens or other parts of the golf course.

I agree to the above set fees and rules of the room rental agreement.

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Club Manager)

\_\_\_\_\_  
(Signature of Renter)

\_\_\_\_\_  
(Signature of Club Manager)

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Date signed

**We thank you for choosing the Long Prairie Country Club to host your special function.**

\_\_\_\_\_  
Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_