

# Clubhouse Rental Options

Contact \_\_\_\_\_ Company \_\_\_\_\_

Address: Street \_\_\_\_\_ Phone ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Event Date \_\_\_\_\_ Time of Event \_\_\_\_\_ Set up Time \_\_\_\_\_ # of Guests \_\_\_\_\_

\_\_\_\_\_ Clubhouse \_\_\_\_\_ Dining Room \_\_\_\_\_ Patio \_\_\_\_\_ Cart Barn \_\_\_\_\_ Conference Room

Rental Rate \_\_\_\_\_/hour Number of Hours \_\_\_\_\_ **TOTAL:** \_\_\_\_\_

Food Requirements \_\_\_\_\_ Catering Service \_\_\_\_\_ Wait Staff/Bartender \_\_\_\_\_ Cost \_\_\_\_\_/hr

Menu Selection: \_\_\_\_\_

\_\_\_\_\_ Cost per person \_\_\_\_\_

Beverage Requirements \_\_\_\_\_ Open Bar \_\_\_\_\_ Cash Bar \_\_\_\_\_

Additional Equipment Rental: Heavy Plastics: \_\_\_\_\_  
 Linens/China/Silver: \_\_\_\_\_  
 Linen Service Only: \_\_\_\_\_ Cost per person \_\_\_\_\_

Master Bill: Rental \_\_\_\_\_ Food \_\_\_\_\_ Beverages \_\_\_\_\_ Extras \_\_\_\_\_

Specific Details \_\_\_\_\_

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**Total Contract Rental** \$ \_\_\_\_\_

**Total F & B and Extras** \$ \_\_\_\_\_

**Subtotal** \$ \_\_\_\_\_

**Service Fee (18%)** \$ \_\_\_\_\_

**Taxable Portion (8%)** \$ \_\_\_\_\_

**Grand Total** \$ \_\_\_\_\_

**Rental Deposit** \$ \_\_\_\_\_

**Balance Due** \$ \_\_\_\_\_

**Note:** Total Charges will be adjusted based on final confirmation 7 days prior to event. If circumstances cause cancellation of event less than 30 days prior to the scheduled date, your deposit will not be refunded. If any additional charges occur during the event, payment for the additional charges will be added to the final bill.

*30-day advance billable guarantee required, balance due upon receipt of final invoice.*

\_\_\_\_\_  
Event Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Old Sycamore Representative Signature

\_\_\_\_\_  
Date

*I have read and understand the policies and procedures of Olde Sycamore Golf Plantation and the billable information listed in this contract and agree to the terms and conditions contained herein.*

***Operated by Summit Golf Management***