Hillcrest Golf Club

Room Rental Agreement

Please complete the event information below. Submission of this agreement does not reserve your event until confirmed by Hillcrest Golf Club and the required deposit has been received.

Event Information

Rental Name: _____

Organization (if applicable): _____

Contact Person: _____

Mailing Address: _____

Email: _____

Phone Number: _____

Event Name/Type: _____

Requested Event Date: _____

Event Time – Including Time Needed to Set Up: _____

Estimated Attendance: _____ (Winter events: maximum 60 guests unless otherwise discussed)

1. Rental Fees

- Room rental is $100.00 per hour. Rental time begins when the renter or any vendors enter the facility for setup and ends when cleanup is complete and all guests and belongings have exited the room. Setup, decorating, vendor access, event time, and cleanup are all billable rental time.
- The rental fee includes:
  - Room setup/breakdown (tables/chairs)
  - Projector screen, AV system use
  - Golf Simulators – golf clubs provided, may also bring your own
  - Outdoor heaters
- Catering is billed separately.
- We do not provide tablecloths, or decorations.

2. Deposit & Payment

- A $100.00 security deposit is required to reserve the event date.
- The reservation is not confirmed until the deposit has been received.
- The deposit will be applied toward the final invoice.
- The remaining balance is due 30 days after your event.
- If tax exempt, please provide your tax-exempt certificate before payment.

3. Cancellation Policy

- All cancellations must be submitted in writing via email to the Clubhouse Manager. The effective date of the cancellation will be the date the written notice is received. Verbal cancellations or voicemail messages will not be considered official notice.
- Cancellations made at least fourteen (14) days before the event will receive a full refund of the deposit.
- Cancellations made between seven (7) days and seventy-two (72) hours before the event will receive a 50% refund of the deposit.
- Cancellations made within seventy-two (72) hours of the event will forfeit the deposit.

4. Food & Beverage

- Hillcrest Golf Club offers catering and beverage services including full-service buffets, hors d'oeuvres, and bar services.
- **Outside alcoholic beverages are strictly prohibited.**
- For Catering questions, contact our Clubhouse Manager, Courtney Harrington, at courtney@golfhillcrest.com or 970-247-1499 ext. 4.
- You may also view our catering menu on our website. https://www.golfhillcrest.com/food-beverage/event-catering

5. Facility Use

- The rental includes use of the designated event space only. Access to the Golf Shop, locker rooms, kitchen, employee-only areas, and other restricted areas is prohibited unless authorized by Hillcrest staff
- **Children must be supervised at all times, especially if simulators are in use.**
- Decorations may not damage walls, ceilings, or furnishings. No nails, screws, glitter, confetti, or open flames without prior approval.
- The projector, AV equipment, and golf simulators must be used as intended.
- Any damage to the facility, furnishings, equipment, or property caused by the renter or their guests may result in additional charges.

6. Liability

- Hillcrest will not be held liable for any injury, loss, or damage to the renter or any attendees, guests, or participants during the rental period. The Renter agrees to indemnify and hold Hillcrest Golf Club harmless from any claim, damages, or expenses arising from the Renter's use of the premises or equipment.

7. Agreement

- By signing below, the renter acknowledges that they have read, understand, and agree to all terms and conditions of this Room Rental Agreement.

Printed Name: _____

Signature: _____ Date: _____