



1001 Cartersburg Rd.
Danville, IN 46122
317-745-9098

Banquet Room Rental Agreement

Date of Event _____ Event Time _____

Set Up Date _____ Set Up Time _____

Name(s) _____

Phone # _____ Phone # _____

Email Address _____

Type of Event _____ # of Guests _____

Room Rental is for 4 Hours. Special Arrangements May be Made in Advance for Additional Time.

Room Rental Fee _____ Includes Tables and Chairs for 175 Guests.

Bartender Fee _____ Required if Alcoholic Beverages are Served at the Event.

Deposit of _____ is Required to Confirm the Date of your Event. This deposit is non-refundable and non-transferable. Credit Card Number MUST be on File in Case of Any Damages and Will Be Billed if Necessary.

Payment in Full is Due the Day of the Event.

Set Up Event set up is the responsibility of the renter. Set up time must be arranged with Twin Bridges at least one (1) week before the date of the event. Set up time is to be used for decorating and arranging only. If the room is to be used for any other purposes, an additional \$200 will be charged. Examples, Rehearsal, Rehearsal Dinner etc.

Decorations Renter agrees that decorations shall NOT be attached to the walls, ceilings, existing wall decorations, woodwork, ceiling fixtures, window treatments, by use of nails, scotch tape, staples, etc. Special Arrangements may be made with Permission of Twin Bridges Staff.

Food All Food must be Purchased from and Prepared by a Licensed Caterer. This includes any and all appetizers, entrees and desserts. Any refrigeration needs must be coordinated ahead of time. Caterer has very limited access to the Twin Bridges Kitchen. Special arrangements must be made in advance. Ask us About Our Preferred Caterer's Menu.

Caterer _____ *Phone* _____

***ALL Alcoholic Beverages must be purchased from Twin Bridges.
NO Outside Alcohol permitted.***

BAR Options

_____ Cash Bar. Event Guests Purchase all Beverages from the Bartender.

_____ Hosted Bar Event Host Purchases all Beverages throughout the event. 15% Gratuity is added to the Final Bill.

_____ Champagne Toast
_____ Bridal Party Only
_____ All Guests

_____ Other Please Specify _____

Clean Up Clean Up of Banquet Room will be completed no later than one-half (1/2) hour after the end of the scheduled event time. Renter shall adhere to the following instructions for clean-up of the facility:

(a) Banquet Room. Table trash, cups, plates, plastic ware, cake, food, decorations, etc. will be gathered and placed in proper receptacles. All cups will be emptied into the sinks before being placed in the trash receptacles.

(b) Restrooms. Trash will be picked up from the bathroom floors.

(c) Outdoors/Patio. Trash will be picked up outside the building. Cigarette butts, cups, miscellaneous items left outside and on the patio area shall be disposed of in proper receptacles.

(d) Kitchen Area. The kitchen is to be left as it is found. Wipe out sinks, wipe counters/tables/stovetop clean. Floors in the kitchen area are to be left clean.

(e) Trash. All trash will be bagged and removed from the building. All bags will be taken to the Trash Dumpster located in the back corner of the parking lot.

(f) Banquet Room Floor. All Carpet in the Banquet Room will be Vacuumed to the satisfaction of the Twin Bridges Representative in attendance.

Any necessary clean-up by Twin Bridges Golf Club of any items (a) through (f) will be charged to the Credit Card on File.

Optional Clean Up Fee _____ No Clean Up Will Be Required at the Conclusion of the Event. Twin Bridges will Assume Responsibility for the Clean Up of the Event. Any Excessive Damage or Clean Up will be Billed to the Credit Card on File. Twin Bridges MUST be notified At Least 48 Hours Prior to Event if Clean Up Option is Selected.

Clean Up Requested _____ YES _____ NO

Banquet Room is Expected to Be Left in the Same Condition at the End of the Event that it was at the Start of the Event. Any Damages will be Billed to the Credit Card on File. Condition of the Room is at the Sole Discretion of Twin Bridges Golf Club.

Liability and Security: Twin Bridges will NOT be held Responsible for Lost or Stolen Articles or Merchandise Left on the Premises Prior To, During, or Following an Event. We Reserve the Right to Inspect and Control all Private Events on Premises. Renter Will Be Held Responsible for Any and All Damages to the Facility.

I Have Read and Agree to All of the Above Requirements:

Name

Date

Twin Bridges Representative

Date

_____ Deposit Received

_____ Date