

TWIN BRIDGES GOLF CLUB

Facility Rental Agreement

Thank you for choosing Twin Bridges Golf Club to host your special event. We look forward to helping you create an enjoyable and memorable experience. This agreement outlines the general terms and expectations for reserving and hosting an event at our facility.

Client Information

Client Name: _____

Organization (if applicable): _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Event Information

Event Type:

☐ Wedding Reception

☐ Bridal Shower

☐ Baby Shower

☐ Corporate Meeting

☐ Holiday Party

☐ Graduation

☐ Anniversary

☐ Birthday Celebration

☐ Fundraiser

☐ Family Reunion

☐ Golf Outing

☐ Awards Banquet

☐ Other _____

Event Date: _____

Event Time: _____

Room Access Time: _____

Estimated Guest Count: _____

Final Guaranteed Guest Count Due: _____

Room Setup Style:

☐ Banquet

☐ Classroom

☐ Theater

☐ Cocktail

☐ Custom

Event Services

Twin Bridges Golf Club provides event space rental, bar services, and event coordination. Catering services are arranged separately by the client through the caterer of their choice.

Services may include:

- Event space rental
- Tables and chairs
- Standard room setup
- Bar service (if applicable)
- Golf outing coordination (if applicable)
- Event planning assistance

Additional rental items or services may be added based upon availability.

Reservation & Payment

A signed agreement and required deposit are necessary to reserve your event date.

Final payment is due prior to or on the day of the event unless otherwise arranged.

Any additional charges incurred during the event will be billed following the event or collected before departure.

Guest Count

An estimated attendance is requested at the time of booking.

A final guaranteed guest count must be submitted by the agreed-upon deadline.

Billing will be based on the guaranteed guest count or the actual attendance, whichever is greater..

Catering Food Service

Twin Bridges Golf Club does not provide food service.

Clients are responsible for selecting and contracting with their own licensed caterer or food service provider.

The client is responsible for coordinating all catering logistics, including delivery, setup, service, and cleanup.

All caterers and vendors must comply with Twin Bridges Golf Club policies and any applicable health and safety regulations.

Bar Service

Twin Bridges Golf Club is the exclusive provider of all alcoholic beverages served on the premises.

Outside alcoholic beverages are strictly prohibited.

Bar service is available through a variety of beverage packages and service options, which will be selected during the event planning process.

All alcoholic beverages will be served by Twin Bridges Golf Club staff in accordance with Indiana Alcohol & Tobacco Commission regulations.

Twin Bridges Golf Club reserves the right to refuse service to any guest who appears intoxicated or who is unable to provide valid identification when requested.

The client agrees that no alcoholic beverages may be brought onto or removed from the property without prior written approval.

Beverage Packages

Bar service may include options such as:

- Hosted Bar
- Cash Bar
- Beer & Wine Service
- Limited Hosted Bar
- Premium or House Bar Packages

Final beverage selections and pricing will be confirmed as part of the Event Order prior to the event.

Vendors

Outside vendors, including caterers, DJs, photographers, florists, decorators, rental companies, and other event professionals, are welcome.

The client is responsible for ensuring all vendors:

- Arrive and depart within the scheduled event times.
- Maintain appropriate licenses and insurance, when applicable.
- Remove all equipment, decorations, and supplies following the event.
- Leave the facility in good condition.

Twin Bridges Golf Club reserves the right to deny access to vendors who do not comply with facility policies.

Catering & Vendor Requirements

Outside caterers are welcome and are responsible for:

- Food preparation and service
- Providing serving utensils and equipment
- Maintaining proper food safety standards
- Cleaning all catering equipment and work areas
- Removing all equipment and supplies at the conclusion of the event
- The selected caterer shall provide all necessary service personnel required for food preparation, service, buffet maintenance, table clearing, and cleanup. Twin Bridges Golf

Club does not provide catering staff and assumes no responsibility for food service operations.

Twin Bridges Golf Club is not responsible for the actions, products, or services provided by outside caterers.

Golf Outings

For golf outings, the following information will be finalized before the event:

- Number of golfers
- Tournament format
- Registration schedule
- Cart assignments
- Contest holes
- Awards presentation
- Food and beverage arrangements

Golf course operations remain subject to weather and course conditions.

Facility Use

The client is responsible for the conduct of all guests attending the event.

Twin Bridges Golf Club reserves the right to discontinue any event that threatens the safety of guests, staff, or property.

The client accepts responsibility for damages caused by guests, vendors, or invitees beyond normal wear and tear.

Cleanup & Facility Care

Clients and their vendors are responsible for removing all personal items, decorations, catering equipment, and vendor materials at the conclusion of the event unless prior arrangements have been made.

Normal cleaning is included; however, excessive cleaning or damage to the facility may result in additional charges.

Cancellation

If cancellation becomes necessary, Twin Bridges requests written notification as soon as possible.

Deposits may be non-refundable depending on the timing of cancellation and expenses already incurred.

Rescheduling requests will be accommodated whenever possible based upon availability.

Liability

Twin Bridges Golf Club is not responsible for lost, stolen, or damaged personal property brought onto the premises.

Force Majeure

Neither party shall be held responsible for delays or inability to perform due to circumstances beyond reasonable control, including but not limited to severe weather, natural disasters, government actions, public emergencies, or other unforeseen events.

Event Coordinator

Your event will be coordinated by:

Jamie Hillard

Director of Hospitality

Email: jamie@onealgolf.com

Phone: (317) 480-9142

Acceptance of Agreement

By signing below, both parties acknowledge they have read and agree to the terms outlined in this Event Facility Agreement.

Client Signature

Printed Name

Date

Twin Bridges Golf Club Representative

Printed Name

Date
