

**Clarksville Country Club  
Clubhouse Wedding & Event Rental Agreement**



**NO OUTSIDE ALCOHOL ALLOWED**

Renter Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date(s) of Function: \_\_\_\_\_ Number of Guests: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

**Weddings & Wedding Receptions:** from \_\_\_\_\_ to \_\_\_\_\_

**Friday OR Saturday:** Member Wedding, \$750

Non-Member Wedding, \$1000

**Friday AND Saturday:** Member Wedding, \$1000

Non-Member Wedding, \$1500

\*To qualify as a member wedding one of the individuals being married must be a member of CCC or immediate family. Extended family members do not qualify. Immediate family members for these purposes include children, parents, grandchildren, and grandparents. Extended family members who do NOT qualify include siblings, nieces/nephews, aunts/uncles, cousins, and other relatives.

\*Friday OR Saturday pricing also applies to one-day wedding prices any other day of the week.

\*Friday AND Saturday pricing also applies to two-day wedding prices any other days of week.

**Other Events:**

**Private Event Rental: Family Reunions, Engagement Parties, Showers, Birthdays, Anniversaries, Office Parties, Retirement Parties, Holiday Parties, Etc.**

Member Event Rental, \$300  Non-Member Event Rental, \$400

\*To qualify for member pricing for an event the individual renting MUST be a member of Clarksville Country Club and MUST be the host of the event. Immediate or extended family members do not qualify for member pricing. Non-member hosts who rent through a member will be charged the difference in rental prices. Weddings and wedding receptions do not qualify for being rented under 'Event' pricing.

**Private Sunday Event Rental: Showers, Gender Reveals, Small Birthday Parties, Etc.**

Member Sunday Event Rental, \$150  Non-Member Sunday Event Rental, \$200

\*To qualify for member pricing for an event the individual renting MUST be a member of Clarksville Country Club and MUST be the host of the event. Immediate or extended family members do not qualify for member pricing. Non-member hosts who rent through a member will be charged the difference in rental prices. Weddings and wedding receptions do not qualify for being rented under 'Event' pricing.

\*To qualify for a Sunday Rental the event must be held on a Sunday during normal C.C.C. operating hours (Standard Time 9 AM - 6 PM, Daylight Saving Time 10 AM - 5 PM). Renters will be charged Private Event pricing if the event runs outside operating hours.

\*The event must not be longer than 5 hours, including set up and clean up.

\*The event must not have more than 50 guests.

\*If your event is planned for longer than 5 hours, outside business hours, or has over 50 guests, please choose the "Private Event Rental" option above.

\*The dining room only is included in this package. The bar area is not included.

### **Community Event Rentals: Fall Bazar, All Class Reunions, Etc.**

Member & Non-Member Community Event Rental, \$250

\*Community Event Rentals must be approved by the board to be deemed as a community event for community event pricing.

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### **Setup & Cleanup**

When do you plan to set up for your event?             Day of                       Day before (\$200)

When do you plan to clean up your event?             Day of                       Day after (\$400)

Your rental period includes only the day of your event. Should you wish to set up the day before, a fee of \$200 will be applied. This fee grants access specifically for decorating purposes in our dining room, it does not extend to all areas accessible during your event. Our clubhouse is often utilized on Friday nights for socializing following Friday night golf – the sliding partition bar doors may be closed from the dining room. Please note that we are not liable for any items left outside overnight for your event, including tables and chairs.

Cleanup must be completed during your rental period (the day of) unless you have purchased next-day cleaning. If you foresee that you will not be able to clean and pick up all items on the day of, next-day cleaning is available for \$400. Please be aware that we often have events on Sundays and people in and out of our clubhouse, necessitating the readiness of our space for those following events. If you opt not to choose next-day cleaning and return the day after your event to handle any remaining part of the cleanup, you will be charged the additional \$400 fee.

Please designate someone in advance to handle your cleaning checklist if you foresee you will be unable to do so. A cleaning checklist is included at the end of this agreement.

## **Bar Service**

Include Bar Service in your event rental? YES  NO

Bar Service is \$100 per bartender.

How many bartender(s) do you need for your event: \_\_\_\_\_

One bartender is **required** for every 50 people expected at your event.

Ex. 50 people or less = 1 bartender, 50-100 people = 2 bartenders,

100-150 people = 3 bartenders, 150-200 people = 4 bartenders.

Bar Service Hours: What hours will you need bartender(s): from \_\_\_\_\_ to \_\_\_\_\_

Pricing at \$100/bartender is for 4 hours. Every hour after 4 hours is \$10/hour.

**\*ALCOHOL POLICY:** NO outside alcohol is allowed on the premises. This means you cannot bring alcohol onto the premises for your event. We have a TABC license, so if you would like alcohol at your event, our bar must provide it via Bar Service.

**\*BAR SERVICE NOTICE:** If you would like Bar Service for your event, you must notify us at least one month in advance of event. This notice allows us to schedule bartenders adequately.

**\*SPECIFIC DRINK REQUEST FEE & NOTICE:** Requests to stock additional alcohol for events require a \$250 restocking fee at the time of request. Additionally, all requested alcohol that we do not regularly carry will be charged to the renter. If you require specific drinks, you must notify us at least one month in advance. This notice allows us to order the necessary drinks and calculate pricing.

**\*THE LAKESIDE BAR:** If Bar Service is not chosen for your event, The Lakeside Bar will remain open to the public during business hours (Tuesday – Sunday, 9 AM - 6 PM during standard time, 10 AM - 5 PM during daylight saving time, closed when raining, golf course is too wet, or weather is below 50). If Bar Service is not chosen, the Bar will end service, including to your guests, when business hours end. If we are closed due to weather the bar will not open to you or your guests until you have designated it to open, if Bar Service is chosen. If we are closed due to weather and you have not chosen Bar Service the Bar will not open at all. If Bar Service is chosen for your rental, the bar will be closed to the public, including members during the hours specified for Bar Service.

**\*OPEN BAR EVENTS:** Per TABC guidelines, a member of Clarksville Country Club must purchase alcohol for guests OR non-members must purchase a temporary membership for \$3.00 to drink. Under open bar Bar Service, the tab for the event must be paid the day after the event. If renter is a member, \$3.00 charge will not be added for each non-member guest who drank. If renter is not a member, \$3.00 charge will be added for every three non-member guests who drink.

**\*NON-OPEN BAR EVENTS:** Per TABC guidelines, a member of Clarksville Country Club must purchase alcohol for guests OR non-members must purchase a temporary membership for \$3.00 to drink. This means a \$3.00 temporary membership fee will be added to each guests tab. Guest tabs not picked up at end of event will be closed when the bar closes that night and incur a 15% automatic gratuity.

**\*EVENT CONCLUSION:** Our bar can remain open until 2 AM. However, please be aware that if Bar Service is not arranged, the event must conclude by 12 AM.

## Hours & Areas

Your rental grants you access to the following areas:

- **Dining Room.** Charming space offering a view of the lake. Comes equipped with 12 6ft tables and 50 white chiavari chairs. This space accommodates 50 guests for seated dining. If you do not wish to use our chairs or tables, you are responsible for moving.
- **Wrap-around Porch / Outdoor Patio Slab.** The perfect outdoor space for guests to mingle and relax! Utilize this space for additional seating by setting up tables for outdoor dining or create your entertainment area with music and a designated dance area. See the following photo of maximum capacity utilizing this area.
- **Access to Bar.** If Bar Service is not chosen or a C.C.C. bartender is not hired for your event, The Lakeside Bar will remain open to the public ONLY during business hours (Tuesday – Sunday, 9 AM - 6 PM during standard time, 10 AM - 5 PM during daylight saving time). Once business hours end, the bar space is yours to use for your event. If Bar Service is chosen for your rental, the bar will be closed to the public, including members, during the hours specified for your event.
- **Kitchen.** Vendors are welcome to use our kitchen. However, we ask that any warm foods be prepared off-site due to the inconsistency of our stove. Our kitchen features a convenient large serving window for you to serve food efficiently. You may also use one of our kitchen fridges – but please coordinate with clubhouse staff to make sure we have the necessary space. Renters and caterers are permitted to use club-owned chafing dishes but are responsible for cleaning them after use. Food from plates must be disposed of in trash, not down disposal. All trash must be removed from the kitchen after use. If chafing dishes are not adequately cleaned, if trash is not removed after use, or if the kitchen is not left in condition it was found renters will be charged additional \$200.
- **Bridal Suite. \*Weddings & Receptions Only\*** The largest bridal suite we have ever seen! This space features a large dining table perfect for enjoying brunch with your bridesmaids, seating area overlooking the lake, dressing area with ample space and dress rack, social space with comfortable couches, a dedicated makeup bar, a private upstairs bathroom attached for your convenience, and a mini fridge to keep your mimosas from the downstairs bar cold as you prepare for your special day. **\*\*Please note that our venue is a century-old building, and the upstairs area, where the bridal suite is located, may not cool adequately. By signing this agreement, you acknowledge that no refunds will be issued for any discomfort related to the cooling of the upstairs area.**
- **Groom Room: \*Weddings & Receptions Only\*** Our groom room offers more than just a space to prepare for the big day. It includes a poker table for some pre-wedding fun and seating at a bar with views overlooking the golf course. Grooms are invited to hit the course while the ladies begin getting ready, then head over to our Groom Room for some relaxation. (Please note that pricing for golf play is not included.) You'll find a mini fridge in the groom room to keep your drinks from our bar cold and refreshing. This space also features a private bathroom. Please note we are not familiar with how well the Groom Room cools at this time. By signing this agreement, you acknowledge that no refunds will be issued for any discomfort related to the cooling of the upstairs area.
- **Women's Powder Room & Men's Vanity Area:** These spaces may also be utilized for getting ready during your event. However, please be aware that the downstairs clubhouse bathrooms will not be closed off to other clubhouse visitors until after business hours. (Business hours end at 5 PM in standard time and 6 PM in daylight saving time).

Other C.C.C. amenities, such as the golf course, lake, 19th hole, and other non-specific areas owned by C.C.C., will remain open to the public during business hours. These areas are not included in your rental.

### Access Hours and Cleanup Timeline

- Access to the clubhouse begins at 9:00 AM.
- If Bar Service is not chosen, the event must conclude by 12:00 AM, with cleaning checklist finished and all items picked up by this time (unless day after cleaning is purchased).
- If Bar Service is chosen, the event must conclude by 2:00 AM, with cleaning checklist finished and all items picked up by this time (unless day after cleaning is purchased).

### Parking Guidelines

- Parking is available in the designated parking lot by the clubhouse.
- Additional parking is permitted on the edge of the circle drive in the clubhouse vicinity.
- Parking at the white equipment barn parking lot is also acceptable.
- ABSOLUTELY NO parking is allowed on the golf course or the practice putting green. Any vehicles parked in these areas will result in a charge of \$500 to the renter.

### Available Extras

- Navy Linens, \$100
- Black Linens, \$100
- Glassware, \$100

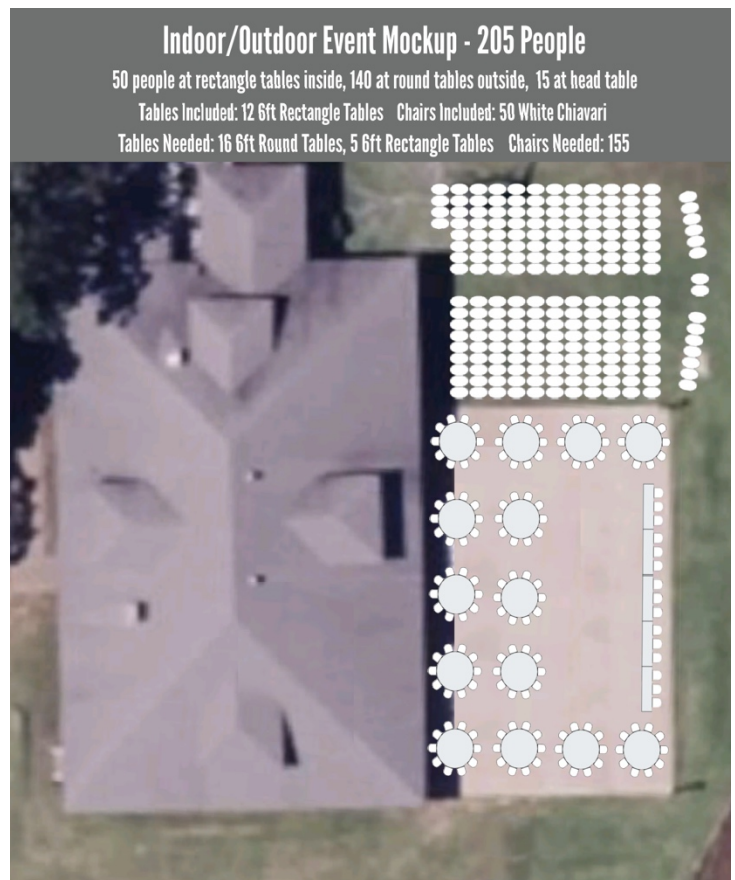
Linens: We have 12 black floor-length linens and 12 navy near floor-length linens. Must be booked one month in advance.

Glassware: We have a limited number of champagne glasses, goblets, pub glasses, in our glassware. Pricing is **\$100** for each type of glassware you would like for your event. Must be booked one week in advance.

If you would like glassware, which type and amt?

Type: \_\_\_\_\_

Quantity: \_\_\_\_\_



## **Event Policies**

**\*SECURITY/CLEANING DEPOSIT:** All Weddings & Events are subject to a \$400.00 Security / Cleaning Deposit. The security deposit will be returned after a staff inspection deems the clubhouse and surrounding property to be in the same condition as when it was rented. If you choose to let the club handle clean-up after your event, then the deposit will be kept. This includes trash being taken to dumpsters – located west of clubhouse beside large white barn. If any part of cleanup list is left unfinished, we are entitled to keep the deposit. **ALL areas must be cleaned before you leave unless day-after clean-up has been purchased. The pro-shop has an event rental cleanup checklist. If you or a guest at your event are caught with outside alcohol anywhere on our premises, you will immediately forfeit your deposit. Absolutely no exceptions.** Contact the Pro-Shop staff for the decision on reimbursement at 903-427-3450.

**\*DÉCOR GUIDELINES:** To maintain the integrity of our historic clubhouse, renters must adhere to the following decoration guidelines

- **Wall Preservation Policy:** NO HOLES, tape, tacks, nails, Command Strips or other brands are permitted on the interior or exterior walls or posts. You will be required to pay **\$100 fee for EACH violation** of this policy found during or after your event. Renters will be held responsible for violations of this policy even if guests or vendors cause the violation. It is Renter's responsibility to notify guests and vendors of this policy.
- **NO Writing on Concrete:** To maintain the integrity of our venue, we strictly prohibit any writing on concrete surfaces, including chalk. Violations of this policy result in a \$100 fee.
- **NO Confetti/Glitter:** Confetti and loose glitter are strictly prohibited within the premises due to its difficulty in cleanup and its often non-biodegradable nature. Violations of this policy result in a \$100 fee.
- **Mantle and Photo Boards:** Renters are welcome to decorate using the mantle in the dining room. However, all items used to attach decoration must be removed after the event. Additionally, photos may be added to the linen bulletin boards in the dining room. These boards may NOT be removed from the wall.
- **Alternative Décor:** Renters may utilize their own easels, backdrop stands, or similar items that do not require attachment to the walls.

**\*PROPERTY DAMAGE RESPONSIBILITY:** The Renter is accountable for any damages to the property caused by themselves, their guests, or any vendor they hire. This includes but is not limited to broken windows, broken mirrors, stains, writing on walls or furniture, broken chairs, or other fixtures within the clubhouse or the clubhouse itself. Additionally, damages to the golf course, piers, or any other areas to the property not explicitly included in the rental agreement are also the responsibility of the renter. The amount owed will be determined based on the cost incurred to rectify the damages + 50% incurred from our staff to arrange rectifying the damage.

**\*50% NON-REFUNDABLE DEPOSIT:** Due at time of application (in addition to the cleaning deposit). Remainder of rental fee is due no later than 10 days before event. Event will NOT be put on schedule until this deposit is paid.

**\*CANCELLATIONS:** Cancellations within one week of the reserved date of the event do not receive reimbursement. Cancellations made before one week of the reserved date of the event may only receive a maximum of 50% of the rental fee back.

**\*ACCOMODATION REQUESTS:** While we are glad to accommodate renters and make your experience at the C.C.C a great one, no extreme measures will be taken on the day of your event by our staff. Additionally, no portions of payments will be refunded for the denial of such requests. If you would like our staff to try to accommodate your event by taking an extreme measure, please request this in at least one month's advance. A board approval may be needed.

**\*SECURITY:** If alcohol is being served you must hire a LICENSED security guard or off duty police officer, unless otherwise approved by board member. The guard or officer must NOT be attending the event as a guest or be a family member. We will need the contact information for your security guard or officer 10 days before your event.

**\*OUTSIDE VENDORS:** Please refer to the Local Vendors page of the CCC website for great local vendors for your event! [www.clarksvillemccountry.club/local-vendors](http://www.clarksvillemccountry.club/local-vendors).

**\*RESPONSIBILITY FOR ADHERENCE TO POLICIES:** Renters are fully responsible for ensuring that their event adheres to all polices outlined in this agreement. Renters will be held accountable for any violations of these policies committed by their guests or vendors. By signing this agreement, you agree to be held accountable for all terms and conditions outlined herein.

## **Signature Section**

As a renter of Clarksville Country Club, I do hereby agree to be responsible for any damages that occur to the clubhouse and property as a result of my event. As a renter I also understand that absolutely NO outside alcohol is allowed on the premises and agree to the terms above regarding outside alcohol and other matters. As a renter I agree to all conditions and fees stipulated herein.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Clubhouse Use Only**

Rental Package Chosen: \_\_\_\_\_

Price of Rental Package: \_\_\_\_\_

Day Before Setup Chosen: N  Y  +\$200

Day After Cleanup Chosen: N  Y  +\$400

Bar Service Chosen: N  Y

# of Bartenders Requested: \_\_\_\_\_ x \$100

# of Hours Bar Requested: \_\_\_\_\_ (+\$10/hour for every bartender after 4hrs)

Specific Drinks Requested: N  Y  +\$250

\_\_\_\_\_  
\_\_\_\_\_

Available Extras Chosen:

Navy Linens, \$100  Black Linens, \$100  Glassware, \$100

Notes to Ask Board

\_\_\_\_\_  
\_\_\_\_\_

Total Fees of Package: \_\_\_\_\_

50% Non-refundable Deposit: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Cleaning Deposit Fee: \$400.00 (needs to be dated event date) Date Paid: \_\_\_\_\_

Remainder of Fees Due: \_\_\_\_\_ Date Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
(10 days before event)



## Clarksville Country Club Clubhouse Event Rental Cleanup Checklist



- Put all outside tables and chairs back where found
- If chairs are used outside – wipe off before bringing inside
- Stack chairs in corner of dining room beside fireplace
- Wipe off tables and countertops off
- Stack white folding tables in corner of dining room beside fireplace
- Clean all spills from the dining room and bar floor
- Sweep & mop dining room, mens bathroom, and bar floor
  - Broom and mop can be found in closet in mens bathroom
- Vacuum women's bathrooms
  - Vacuum can be found in closet in mens bathroom
- Empty ALL trash cans and take trash to dumpster (will lose fee if not taken to dumpster)
  - Including dining room, bar, patio, and bathroom trash cans
  - Dumpsters are located west of clubhouse beside white equipment barn
- Make sure all doors are locked

### **\*\*If Kitchen Was Used\*\***

- Any chafing dishes or warming pans used must be cleaned afterwards
- Remove any items left in fridge
- Put kitchen back to how it was found – including sink.
- Wipe off countertops
- Sweep and mop kitchen
- Empty kitchen trash cans and take trash to dumpster (will lose fee if not taken to dumpster)

### **\*\*If Bridal Suite Was Used\*\***

- Wipe off all countertops – including the bathroom
- If there are spills – use our carpet cleaner so the carpet doesn't stain.
- Vacuum floor
  - Vacuum can be found in closet in mens bathroom
- Put all furniture and decor is put back how you found it
- Empty Mini Fridge
- Make sure all items brought by Bridal Party are taken out
- Empty white bridal suite trash can and suite bathroom trash can and take trash to dumpster (will lose fee if not taken to dumpster)

### **\*\*If Groom Room Was Used\*\***

Take out ALL trash (Including Bathroom) Vacuum the floors

- Wipe off all countertops – including the bathroom
- Sweep and mop floor
  - Broom and mop can be found in closet in men's bathroom of clubhouse
- Empty Mini Fridge
- Make sure all items brought by Bridal Party are taken out
- Empty groom room trash can and bathroom trash can and take trash to dumpster (will lose fee if not taken to dumpster)