Event Rental Contract Form

Date of Event:_____
Date Contract Prepared:_____
Prepared for: _____
Type of Event: _____

Phone #: _____
Email: _____
Estimated Number of Guests: _____
Time of Event:_____

There are two rooms at our clubhouse available to rent. Review all items below and mark each box appropriately. Initial where no mark is required.

_☐_ Main Room Rental: $500 rental fee for four-hour period – includes use of banquet room, tables, and chairs. (Additional rental time is available at a rate of $100 per hour beyond the initial $500.00. Additional set-up time is available at a rate of $50.00 per hour) Max capacity 150 and deposit of 250.00 required to hold the date.

_☐_ Small Room Rental: $275.00 rental fee for a four-hour period. Includes tables and chairs. (Additional time is available at a rate of $40.00 per hour. Additional set-up time will be $40.00 per hour).

_____ Contact Information: Only the person's name that is on the contract will be allowed to make changes to the event. Clients shall submit to TLHC a schedule of events. All plans are to be approved by TLHC and we reserve the right to deny certain activities.

_____ Responsible Alcohol Consumption and Management Policy:
It is our responsibility to provide everyone with an environment conducive to warm social gatherings, recreation, and camaraderie. As the service of alcoholic beverages could relate to this activity, we believe it is our obligation to maintain this environment and be considerate of the best interests of our members, guests, and the community.

TLHC is the sole licensed authority to sell and serve alcoholic beverages for consumption on the premises. All alcoholic beverages served under our license will require that TLHC employees dispense them.

TLHC is committed to act responsibly in the sale of alcoholic beverages and is dedicated to the ongoing education of our staff in matters relating to alcoholic service. In accordance with Indiana State Law, TLHC employees will request proper identification for any person of questionable age. We reserve the right to refuse service to anyone less than 21 years of age. The management and staff may also refuse to continue serving anyone we feel has already consumed their limit of alcohol. Possession of alcohol by a minor will result in an immediate action to remove the parties involved up to and potentially including the termination of the entire event without refund. Indiana State Law prohibits you or your guests from bringing any alcohol onto TLHC property and to the event. IT IS ILLEGAL TO BRING ALCOHOL ONTO TLHC PROPERTY FOR CONSUMPTION OR SALE!

_____ Bartender Fee: $150 fee for a bartender to serve/pour open container alcohol or a server fee of $75 for 3 hours for a server to serve sealed cans/minis of alcohol. If the event requires open container alcohol to be served, a bartender is required and a bartender fee must be paid in full prior to the event.

_____ Décor: We do not permit any decorations that affix to the walls, ceilings, or floors with nails, permanent adhesives, staples, tape, or other means. If damages occur to our banquet facilities, they will be assessed and documented and you will be billed accordingly. Please feel free to consult TLHC for assistance and approval for decoration ideas.

_____ Music / Audio Visual: We have a JBL 320 Bluetooth speaker available for use w/ microphones as well as a 75" TV that connects via HDMI (we recommend A/V checks prior to your event to ensure connectivity).

Client shall provide to TLHC contact information for DJ/Band no later than 5 days prior to the event.

_____ Rectangle Tables 6' or 8'
_____ NA Bev Fee – $25.00
_____ Chairs (Black Chair Covers Included)
_____ Tablecloths ($15 Each)
_____ Deposit: A $250.00 (Main Room) or $100.00 (Small Room) deposit will be required along with the signed agreement to guarantee a date for your event.
_____ Cancellations: In the event of cancellation, TLHC requires written documentation of cancellation. 100% of deposit will be refunded if canceled up to 90 days of event date. 50% of the deposit will be refunded after 90 days, but before 45 days. The deposit is non-refundable if less than 45 days from the event date. If there are any charges incurred during the planning stages, that amount will be deducted from the deposit or the client will be billed with proper documentation.
_____ Damages: Client agrees to assume responsibility for any damage that may be caused by guests to all fixtures, furnishings, and other property in, on, or about the facility rented. TLHC reserves the right to assess a cleaning fee if necessary. This fee is for any excess or extraordinary debris created from the event other than what has been originally planned.
_____ Liability: It is understood and agreed upon by the parties that TLHC shall not be liable for any damages or injuries sustained by participants of this event as a result of the event. TLHC is also not responsible for any lost or stolen articles. Client agrees to hold-harmless TLHC in regards to all food served to participants.
_____ Food Provision: Clients may provide their own food, TLHC is not responsible for how food is prepared or served. Clients shall not have access to any TLHC kitchen equipment, utensils, refrigeration, or heating. Any use of kitchen will require a $75.00 staff fee. Client is responsible for removing all remaining food items at the conclusion of the event.
_____ Additional Services and Fees:
Additional Fee to assist with Food Service, Table Cleaning, etc. $75.00

_____ Payment: Payment is due in full prior to the event date. TLHC will provide a detailed bill along with copies of receipts of any costs incurred relating to your event. TLHC will take payment in the form of check, cash, or credit (A 3.5% fee will be added to any credit card. This fee does not go to TLHC.

PLEASE NOTE: A 15% service fee will be set for all SERVICES provided by The Links at Heartland Crossing. (Such as catering, rented equipment, host bar bills, etc.)

SERVICE FEES DO NOT APPLY TO RENTAL FEES AND/OR BARTENDER FEES.

All checks are to be made payable to: The Links at Heartland Crossing

I ACKNOWLEDGE THAT I HAVE RECEIVED, READ, AND ACCEPTED THE AFOREMENTIONED POLICIES OF THE LINKS AT HEARTLAND CROSSING.

Customer signature (client): Date:

Event Manager Signature:

The Links at Heartland Crossing – Internal Use ONLY

Deposit Date: Amount Received: Balance Due:

Form# TLHC324