



CLUB RENTAL FORM

FUNCTION DATE:

FUNCTION NAME:

COMPANY NAME (if applicable)

CONTACT

PHONE

EMAIL

FUNCTION START TIME **END TIME**

EST NUMBER OF PEOPLE

ENTERTAINMENT:

Rental includes limited use of lounge and full use of pool table, dance floor, dining area and use of all public restrooms. Deck can be arranged separately upon booking. Guests have access to the front and side decks. **ACCESS TO THE MOORAGE BASIN IS STRICTLY OFF-LIMITS** due to liability concerns. No smoking is allowed on premises other than where posted.

Should you request alcoholic beverages not available at the Club, you may submit an order which will be ordered through the Club. This will be subject to current bar price as agreed to with Bar Director and also all taxes applicable. Also, any host tab will have a 20% gratuity added. Absolutely **NO alcoholic beverages are allowed to be brought on to the premises.**

If linens required, our preferred vendor is Avalon Event Rentals in Kelowna.
(admin@avalonrents.com) Ph: 250.861.1575

DECORATING - You may decorate only from the stairs to the back dining hall. Please **DO NOT USE PINS, TACKS, STAPLES or TAPE.** Only poster board gum may be used. There are pre-hung hooks on all the windows for hanging garland, tool & streamers. All decorations and items you brought in must be removed by 8:00 am next day. Any furniture that was moved must be returned to its original location.

To comply with the Club's liquor license, all visitors **MUST** sign the club guest book upon entering the facility. If rented by a Member in good standing, that Member is responsible for signing all attendees into the club.

PARKING - The majority of the parking lot is for public use. Please **DO NOT park in the private reserved parking spaces next to the clubhouse.** These are for our Flag Officers & must be always available for them.

DEPOSIT – 50% of Contract amount is due upon booking. A final invoice will be generated following the completion of the event.

REFUNDS

- **A full refund will be given if the cancellation is prior to 90 days.**
- **A 50% refund will be given if the cancellation is between 30- 60 days.**
- **NO REFUND will be given if cancellation is within 30 days of the scheduled event.**

By signing this Club Rental Event Order, I agree to pay the above estimated charges. The Final Number of attendants must be submitted to the Club no later than 3 weeks prior to Event Date.

Renter Signature _____ Date _____
WKYC Office _____ Date _____

For Office Use Only:

Payment Details: