

# Hampton Country Club

Request for Use of Facilities for Friday, Saturday or Holiday Weekend

Name of Individual or Group \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Purpose of Rental \_\_\_\_\_

HCC Member: **Yes** \_\_\_ **No** \_\_\_ (Initial) Primary Date Requested \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Liquor Service Requested: **Yes** \_\_\_ **No** \_\_\_ (Initial)

Will Minors be present: **Yes** \_\_\_ **No** \_\_\_ (Initial) Food Service Requested: **Yes** \_\_\_ **No** \_\_\_ (Initial)

Use of Golf Course Requested: **Yes** \_\_\_ **No** \_\_\_ (Initial) Estimated Number of Players \_\_\_\_\_

1. Approval for use of facilities can be granted by the Manager and the Board of Governors.
2. The Board of Governors may impose any rules or restrictions they deem necessary for any event.
3. **All food and drink must be purchased through HCC.**
4. There is no smoking allowed in any HCC building.
5. STAY OFF GREENS AND TEE BOXES!!!!
6. A nonrefundable \$300 rental deposit or, \$5 per expected guest if less than 60 are expected, is required at the time of the request for the DINING ROOM only. **Fee \$** \_\_\_\_\_
7. An additional \$150 rental deposit is required for rental of the bar area in addition to the dining room.  
**Yes** \_\_\_ **No** \_\_\_ (Initial)
8. An additional \$150 rental deposit is required for outside ceremonies. **Yes** \_\_\_ **No** \_\_\_ (Initial)
9. You need to provide HCC with the number of guests expected no less than 14 days prior to the event.
10. A 20% gratuity will be added to all charges for the event.
11. HCC Members can still use the bar area during the event.
12. Outside entertainment must be approved by either the HCC manager or the Board of Governors. Entertainment will finish performing by 11:45 pm. Cover charges will not be permitted. Guests will be by invitation only. Alcohol will not be served after 12:30 am. All guests will be asked to leave by 1:30am.
13. A credit card will be kept on file for damages caused by event participants.
14. You may cancel 60 days prior to the event to receive 50% of any deposits.
15. By signing the application you agree to all the terms and conditions set forth above. HCC may cancel and return the deposit at any time.

**SIGNATURE:** \_\_\_\_\_ **PRINT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**HCC**

**SIGNATURE:** \_\_\_\_\_ **PRINT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

