

WEDGEFIELD MANOR HOUSE AND GROUNDS

APPLICATION FOR RENTAL OF PROPERTY

In order to reserve the Wedgefield Manor House and Grounds, this application, signed terms and conditions, signed rental agreement, ½ of rental fee and Full security deposit MUST be received before function will be scheduled.

Name of Applicant/Organization: _____

Name of Responsible Party: _____

Mailing Address of Responsible Party: _____

Contact Phone Number: _____ Email Address: _____

Number of persons expected to attend event: _____

Rental Date: From _____ To: _____ Rental Time: From _____ To _____

FULL WEEKEND RENTAL RATES:

_____ \$2500 Full Weekend Rate beginning at 3 pm Friday and Ending 12 pm Sunday

FRIDAY/SATURDAY RENTAL RATES:

_____ \$ 120 per hour up to 4pm (**3 hour minimum**)

_____ \$1500 4PM – MIDNIGHT

_____ \$1800 per day Friday or Saturday

WEEKDAY RENTAL RATES:

_____ \$ 120 per hour (SUNDAY – THURSDAY) (**3 hour minimum**)

BAR AREA ONLY RENTAL: (GROUPS OF 50 OR LESS)

_____ \$ 80 per hour

Should Renter use Wedgefield Manor House for Catering Event, Rental Fee will be reduced by 20% for parties of 100 or more.

KITCHEN RENTAL FEES: (OUTSIDE CATERER)

_____ \$ 300 KITCHEN RENTAL* - DOES NOT INCLUDE USE OF WEDGEFIELD PLATES, UTENSILS, GLASSES, ICE, GARBAGE BAGS, ETC.

_____ \$ 600 KITCHEN RENTAL* – INCLUDES USE OF WEDGEFIELD PLATES, UTENSILS, GLASSES, ICE, GARBAGE BAGS, ETC.

SECURITY DEPOSIT:

_____ \$250 PER DAY PER EVENT \$500 MAXIMUM

CLEANING FEES: (PER DAY)

_____ \$100 FOR BAR AREA ONLY

_____ \$250 FOR ENTIRE MANOR HOUSE

*KITCHEN RENTAL AVAILABLE ONLY FOR ALL DAY RENTALS OR AFTER 4PM RENTALS

*ANY EVENT THAT LASTS PAST SCHEDULED TIME, WILL BE CHARGED \$150 PER HOUR OR ANY PART THEREOF.

*AN ACTIVE CREDIT CARD MUST BE KEPT ON FILE UNTIL EVENT IS OVER AND BUILDING HAS BEEN INSPECTED BY WEDGEFIELD MANAGEMENT.

Security Deposit Credit Card # _____ Exp. _____ Code _____

Rental Fee: \$ _____
Discount for WMH Catering (20%): _____
Kitchen Fee: Outside Caterer: _____
Security Deposit: _____
Cleaning Fee: _____
Subtotal: _____
Sales Tax: _____
Total Balance: _____
Deposit including Sec. Dep.: _____
Balance Due: \$ _____ Due by: _____

Paid by: Credit Card # _____ Exp. Date _____ Security Code _____
Check # _____
Cash _____

*50% OF **TOTAL RENTAL FEE**, PLUS SECURITY DEPOSIT, IS DUE AT TIME OF RESERVATION.

*REMAINING NON-REFUNDABLE BALANCE IS DUE 60 DAYS PRIOR TO EVENT.

*SHOULD EVENT BE CANCELLED UP TO 90 DAYS PRIOR TO EVENT, RENTER FORFEITS 50% OF DEPOSIT LESS SECURITY DEPOSIT.

*SHOULD EVENT BE CANCELLED INSIDE OF 90 DAYS PRIOR TO EVENT, RENTER FORFEITS ENTIRE DEPOSIT LESS SECURITY DEPOSIT.

*SECURITY DEPOSIT IS REFUNDABLE IF CONDITIONS OF RENTAL AGREEMENT ARE MET.

DATE: _____

RESPONSIBLE PARTY FOR RENTER

WEDGEFIELD MANOR HOUSE AGENT/OWNER

WEDGEFIELD MANOR HOUSE AND GROUNDS

Rental Rules, Terms and Conditions

The following items are prohibited inside of the building:

- NO Smoking
- Fog Or Smoke Machines
- Open Fire or Flames
- No Tape, Glue or Velcro on Walls or Furniture
- Glitter of any kind
- No Nails, Screws or Fasteners on Walls
- Keg Beer (other than Wedgefield Bar Beer)

Other rules:

- Be aware that an employee of Wedgefield will be on site at all times.
- No Bands or DJ's will be allowed to play outside past 10 pm. This is a residential neighborhood and we will respect residents' right to quiet enjoyment.
- No one will be allowed on the golf course after dark for any reason.
- NO OUTSIDE ALCOHOL** can be brought onto premises. Wedgefield Manor House will open bar for any function upon request and furnish bartender(s) for a fee.
- All personal items must be removed from the premises at time rental contract ends. Any items left will be stored in the basement for a period of 2 weeks. If not picked up within 2 weeks, items become the property of Wedgefield Manor House.
- If using an Outside Caterer, **ALL** garbage must be removed from Kitchen at the end of each night. Garbage cans are located through the back door at the end of loading dock.
- If using an Outside Caterer, you will have to furnish your own ice. Ice can be purchased from Wedgefield for \$6 per 20 lb. bag.
- If using an Outside Caterer, with use of Wedgefield Plates, Glasses and Utensils, all **MUST BE CLEANED AND RETURNED AS FOUND. There will be a charge of \$2 per piece for broken or damaged plates, utensils.**
- Tables and Chairs from Dining room or Bar **ARE NOT** to be taken outside.
- Linens are not provided for outside events, but are available for rental if requested.
- In case of emergency: First dial 911. Then, if available, find Wedgefield staff person on sight. Or call Mitch Thompkins 843-325-3534 or Matt Branham 843-833-9821

I have read and understand this contract and its rules, terms and conditions.

Responsible Party for Event

Date: _____