

LIVINGSTON COUNTY WILDLIFE AND CONSERVATION CLUB
810.231.1811 www.lcwcc.org
NON-MEMBER RENTAL AGREEMENT

Person using _____ Phone # _____

Date of reservation _____ which begins at _____

Upstairs _____ Downstairs _____

Type of function: _____ Number attending: _____

Arrangements for bar: Keg beer _____ Bottle beer: Yes _____ No _____

Liquor:

Pop (kids): fountain _____ Bar tab: Yes _____ No _____

***** NO OUTSIDE CATERERS ALLOWED *****
NO CONFETTI OR SMOKE MACHINES ALLOWED

Arrangements for decorating: _____

Note: All hanging and table decorations must be removed 1/2 hour before the end of the party.

I have read the current Club rules and I understand that I am responsible for all charges to be paid and any damages that may incur during the time I have the Club reserved. I also agree to be on the premises during the time specified on this contract.

LCWCC Member: _____ Date: _____

Individual using: _____ Date: _____

Approved: _____ Date: _____

Total: _____

Deposit: _____ (50% deposit required) *Cash or check only*

Balance due: _____

General Club Rules - applicable to all rentals

- All reservations must be made with the Club Manager by calling the Club at 810-231-1811.
- Club may be rented through a Club member or the Club Manager.
- All decorating must be done during regular Club hours unless other arrangements are made with the Club Manager.
- The reserving Club member is responsible for any damages or items taken from the premises.
- Any outstanding bills may affect said member's membership for the next year.
- A deposit is required to hold a date for upstairs (hall) rental. Cancellation within ten (10) days of the event results in the forfeit of the deposit. (\$100.00 deposit required for upstairs)
- All fees must be paid in full two (2) weeks prior to the event.
- There is a six (6) hour time limit on any Club reservation. Premises must be vacated within that time limit and absolutely no later than 2:00am. Six-hour limit begins when the first guests have been served. "Last call" will be given prior to the end of the time allotted for rental.
- Alcoholic beverages are not allowed outside the building under any circumstances.

In addition to the above rules, the following is applicable to:

Upstairs (hall) Rental

- Maximum number of people allowed is 175
- Cost of rental is \$850.00
- Price includes bartenders, clean-up (excluding decorations) and paper table covers

Downstairs (basement) Rental

- Maximum number of people allowed is 75
- Cost of rental is \$250 (member rental applies to members, their children and their parents. For rentals not including bar use the cost is \$150.00.
- Price includes one bartender and clean-up (excluding decorations)
- Outside entertainment must be discussed with the Club Manager prior to event for bachelor or bachelorette parties

I have read the above information and agree to abide by the rules of this Club: