

**KEENE VALLEY COUNTRY CLUB
PO BOX 62
KEENE VALLEY, NEW YORK 12943**

SPECIAL EVENTS ON THE CLUB GROUNDS

Thank you for considering the Keene Valley Country club for your event. Our location in the center of Keene Valley and the surrounding beauty of the High Peaks Wilderness will ensure a memorable experience for you and your guests. Attached you will find an Agreement which you will be asked to sign should you decide to proceed with rental of the facility.

If you are not a member of the Club, you will be required to have a member be your sponsor.

The Club Directors reserve the right to refuse any function that they feel does not meet the standards or traditions of the club and its members.

Arrangements with vendors such as florists, caterers and bands are the sole responsibility of the Host. It is the responsibility of the vendor or the Host to contact the Club to determine when they will have access to the site for setup.

The Club is not available for groups larger than 150 people.

For availability and further information, please contact the current President of the KVCC or any member of the Board of Directors.

AGREEMENT FOR USE OF CLUB FACILITIES

RESERVATIONS:

1. A Member of the Club must make the initial reservation. The Member may be the host or may be the sponsor for a non-member host. If a sponsor, the Member will be a Party to this Agreement and will be responsible for all expenses and accountable for any damage done to the Club property.

2. The facilities at the Club, with the exception of the swimming pool, will be available for your use based on the following Rental Fee Schedule

Private Event > 50 people:	\$800
Private Event < 50 people:	\$400
Non-Profit Event:	\$500
Member Event < 25 people:	No Charge*

Rental includes full use of the clubhouse kitchen, tables and chairs for dining, and pool table tabletop for buffet service. Restrooms are located in the men's and ladies' bathhouses, a short walk from the clubhouse (portable facilities are recommended for events over 75 people).

* except for standard guest fee per guest

3. Someone from the host organization must meet with the President of the Club or his or her designee at least one week prior to the event at the Club grounds. It will be the Hosts responsibility to schedule this meeting. The Host will provide a certificate of insurance at that time.

4. Cancellation Policy: With 60 days or more prior notice: 50% refund of deposit; Less than 60 days notice: No refund

FOOD AND BEVERAGE:

5. The Host shall be responsible for arranging for all food and beverage service.
6. All catering services shall be insured for general liability (\$1,000,000 minimum) and workers compensation insurance. The host shall provide insurance certificates at least two weeks prior to the event.
7. Alcoholic beverages will not be served to minors or to any person visibly intoxicated.

POLICIES:

8. Guests are required to stay in the designated areas outlined in Reservations/Article 2
9. It is understood that all events within the Club grounds are to be held in a quiet and dignified manner. To this end, all plans for entertainment and decorations must be submitted in writing one month prior to the event for approval by the Club. No amplified music will be allowed after 9:00 p.m.
10. The maximum occupancy for the Clubhouse is 100 people. Any tents erected on the property must be located between the Clubhouse and Courts 1 and 2.
11. Guests will stay off of the tennis courts unless playing tennis and wearing proper footwear.
12. The Club driveway is a shared thoroughfare and shall not be obstructed in any way. The bridge is not on the Club grounds and is private property. Guests are not allowed on or beyond the bridge.
13. The fireplace in the Clubhouse shall not be used.
14. The Host will be responsible to remove all trash and left over food and beverages from the premises. A security deposit of \$250 will be provided by the Host prior to the event to ensure that this is completed satisfactorily.

INSURANCE:

15. The Host shall obtain Event Insurance in the amount of \$1,000,000.00 with the Club and its Directors named as additional insured entities.
16. Caterers and other contractors shall provide insurance certificates as required above.

PAYMENT:

17. A deposit in the amount of 50% of the fee plus refundable Security Deposit shall accompany this Agreement.
18. The balance is due at or before the event commencement.

Host and Event Information:

Host Name: _____

Organization Name: _____

Mailing Address _____

City _____

State _____

Zip _____

Contact Phone: _____

Contact Email: _____

Date of Event: _____

Event Start Time: _____

Event End Time: _____

Name of Sponsor†: George Ludlow

Select Event Type
(check One)

Private Event > 50 people: Rental Fee: \$800

Private Event < 50 people: Rental Fee: \$400

Non-Profit Event: Rental Fee: \$500

Member Event < 25 people: No Charge*

† Must be a KVCC Member

Payment:

With this completed Agreement, please enclose a check for 50% of the Rental Fee, plus a security deposit for \$250 (refunded following event, see #14 above). Please make check out to *Keene Valley Country Club*.

Enter Total Amount of enclosed check here: \$ _____

Signatures:

Host _____ Date _____ Sponsor _____ Date _____

Please return this completed agreement with payment to:

Keene Valley Country Club
c/o Adirondack Audit Company, Inc.
30 Academy Street, Suite 1
Saranac Lake, NY 12983