



**BUCKHANNON COUNTRY CLUB
FACILITY SCHEDULE OF FEES AND RENTAL POLICY**

The Buckhannon Country Club (BCC) Clubhouse Banquet Room and Kitchen are available for rental under the following fees and terms. (The use of the Buckhannon Country Club Golf Course is not included in this document.)

1-4 Hours	1-50 People		51-100 People		Add'l Hour	Grill Room 1-20 People	
	MEMBER	NON MEMBER	MEMBER	NON MEMBER		MEMBER	NON MEMBER
Banquet Room Charge:	\$100.00	\$200.00	\$200.00	\$300.00	\$100.00	\$35.00	\$75.00
Clean Up Fee:	\$50.00		\$75.00		n/a		
Kitchen/Equipment Charge:	\$200.00		\$300.00		\$50.00		
Kitchen Clean Up Fee	\$50.00		\$75.00				
Service Ware Fee:	\$100.00		\$200.00				
Facility Deposit:	50%		50%				
Damage Deposit:	\$150.00	\$300.00	\$200.00	\$350.00			
Add'l Staff Per Hour	\$20.00	\$30.00	\$20.00	\$30.00			
Moving/Set-Up Service Fee:	\$50.00 per hour		\$50.00 per hour				
Other:							

GENERAL POLICY/TERMS:

1. The Coordinator/Renter or a designee as assigned of the event must be present during the entire function of the event.
2. **BANQUET ROOM:** The rental of the banquet room includes the outside covered patio areas and the use of restroom/locker rooms and includes one staff attendant/bartender.
3. **GRILL ROOM:** The rental of the Grill Room includes the use of the Grill Room and Restrooms only, all other fees would apply from the 1-50 People Schedule of Fees.
4. **KITCHEN/EQUIPMENT:** The kitchen is available for rent and the pots, pans, cooking equipment may be used. The kitchen must be properly cleaned and left in good condition. Failure to do so will result in the Damage Deposit being partially or fully forfeited.
5. **SERVICE WARE:** Plates, silverware and glassware are available for rental. The Renter is responsible for these items, if they are lost, stolen, misplaced and or damaged. Should the deposit not be sufficient enough to replace items, the Renter will be responsible for the replacement cost of such items.
6. **LINENS:** If table linens are necessary for the event a separate rental form is to be completed.
7. **FACILITY DEPOSIT:** Deposit will be applied to the rental charge for the facility and 50% of the total is required at the booking and the transaction will be processed immediately.
8. **DAMAGE DEPOSIT:** Deposit transaction will be processed immediately. The Damage Deposit will be returned within 7 business days of the rental, provided there is no damage to the clubhouse or grounds. If damage has occurred then part or all of the Damage Deposit will be forfeited, additionally based on damage, additional fees and unforeseen expenses caused by the actions of the function may be extended to the Renter.
9. **FINAL PAYMENT:** Final Payment is due at the conclusion of the event.
10. **CANCELLATION:** Renter must cancel within 30 calendar days prior to the event to receive a full

deposit refund; 29-14 calendar days to receive a 50% deposit refund; less than 14 calendar days to receive a 25% deposit refund.

11. FURNITURE/SUPPLIES: The BCC will offer the tables and chairs contained within the facility for use, however, the Renter is responsible for these items, if they are lost, stolen, misplaced and or damaged. Should the deposit not be sufficient enough to replace the items, the Renter will be responsible for the replacement cost of such items.
12. MOVING/SET-UP: The BCC is not responsible to set-up, move tables or chairs, or decorate for any function unless agreed upon. If any items, i.e. tables, chairs need to be moved or removed from the facility to accommodate the event there is an additional fee associated for this service.
13. CLEAN-UP: The BCC is not responsible to clean up the facility and the Renter is responsible to clean-up all areas of usage and return to the state in which it was rented. If clean-up is necessary by the BCC staff there is an additional fee associated for this service.
14. TRASH: The Renter is responsible for removal of all trash and disposed properly in the dumpster located behind the clubhouse.
15. CONDUCT: The Renter and its guests must abide by all laws enacted by the State of West Virginia and Upshur County for reasonable conduct, including the surrounding grounds and within the community.
16. ALCOHOL: A BCC Club Bartender is the only person authorized to serve alcohol on the premises and the Renter and or guests are required to pay for the BCC rate/fees associated with the purchase of such beverages. By law, no one under the age of 21 may consume or taste alcoholic beverage. The Renter is responsible to ensure that no underage drinking is allowed during their function.
17. ACCESS: All food and party supplies must be brought in through the back kitchen entrance. Use of the refrigerator and freezer may be permitted, with advance notice and clarification and if room is available.
18. DÉCOR: Bird seed may be used for wedding receptions if used outside and swept up off the walkways. No confetti, glitter and or "Silly String" or similar types of décor/party accessories are permitted. No tacks, staples, pins or tape may be adhered to the walls or floor. Candles are permitted in approved candle holders, no open flames are permitted.
19. SMOKING: This a smoke free facility. Smoking is permitted outside the clubhouse.
20. DJ'S: DJ's may not use a bubble machine or fog machine and any dance wax or compound or any substance applied to the floor.
21. PETS: No pets of any kind are permitted in the clubhouse at anytime, with the exception of bona fide Guide/Service animals.
22. CHILDREN: Children must be supervised at all times.
23. All items left on premises must be removed directly after the event, unless prior approval is made.
24. No sparklers, bottle rockets, fireworks of any type are permitted. No firearms are permitted.
25. All functions must end on or before the agreed time frame on the application otherwise additional rental fees will apply.
26. Gratuities are graciously accepted based upon the service received.
27. The Renter and its guests at the function agree to indemnify and hold BCC, its agents, employees, officers, directors and members harmless from and against any and all injuries, losses and/or damages sustained by any person arising directly or indirectly of or related to the use of the BCC Clubhouse and Kitchen, including any claims based upon negligence of the BCC its agents, employees, officers, Directors and members.

I have read and understand the following schedule of fees and policy/terms for the Buckhannon Country Club Facility Rental Policy.

Renter's Signature

Date

BCC Representative

Date