

# Westwood Hills Country Club Facility

## Schedule of Fees and Policies

Westwood Hills Country Club (WHCC) Clubhouse is available under the following fees and terms. Reservations may be made up to a year in advance. Room arrangements and other details should be submitted at least 30 days prior to function date. Board approval of application is required for all functions. (The use of the Westwood Hills Country Club Golf Course is not included in this document.)

Vendor Fee	\$500
Daily Non- Member Rental of Building	\$1,000
Daily Member Rental of Building	\$750
Permit for Outside Caterer	\$500
WHCC Kitchen Availability for Preparation	\$250

## General Terms and Policies

1. The Coordinator/Renter or designee for the event must be present during the entire function of the event. Renter is responsible for damages incurred by any guest attending the event.
2. **DOWN PAYMENT:** A minimum of 25% non-refundable down payment is due immediately to secure your date.
3. **FINAL PAYMENT:** Final payment is due upon the conclusion of the event.
4. **CANCELLATION:** Renter must cancel within 30 calendar days prior to the event to receive a refund; 29-14 calendar days to receive a 50% refund. There is no refund for cancellation less than 14 calendar days.
5. **MOVING/SET UP:** WHCC is not responsible for set-up. We 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 the Renter is responsible. Items **MAY NOT** be removed from Clubhouse. Rental begins two hours prior to event in the bar area and at 9 a.m. in the dining room. Set up may begin at that time and no earlier unless prior approval has been made. Conclusion of the event is 1 a.m. the following day. Locker rooms must be open to members throughout the event.

6. DÉCOR: Bird seed, confetti, glitter, firecrackers, sparklers, “Silly-String” or similar types of party accessories are NOT permitted. NO tacks, staples, pins or tape may be used in the Clubhouse. WHCC reserves the right to approve any decorations Renter may wish to bring into the facility. Please note that ALL decorations must be removed from the Clubhouse at the conclusion of the rental period. With prior approval and if scheduling permits, some items may be cleaned up the following day. WHCC is not responsible for clean-up of decorations of the Renter. All items brought to premise must be removed upon completion of event.
7. LINENS: WHCC will provide white table cloths for event.
8. CAPACITY: The maximum capacity for rental is 150 people.
9. DJ’S: DJ’s are welcomed, but may not use a bubble machine or fog machine nor any dance wax or compound or any substance applied to the floor.
10. SMOKING: WHCC is a smoke-free facility. Smoking is permitted outside the Clubhouse only.
11. PETS: No pets of any kind are permitted in the Clubhouse at any time, with the exception of bona fide Guide/Service animals.
12. FOOD SERVICE: If the Renter uses an outside caterer, the outside caterer must provide WHCC with a certificate of \$1 million liability insurance naming WHCC and its officers and directors as additional insured and food is to be prepared off-site. There is an outside catering fee of \$500.00 in addition to the rental fee. WHCC kitchen is available for food preparation for an additional \$250.00 fee.
13. BEVERAGES: WHCC is a Missouri Alcoholic Beverage Control licensee. ALL beverages (alcoholic and non-alcoholic) must be purchased from WHCC or with permission a \$10 corkage fee will be applied to outside wine brought to the event. Underage drinking is strictly prohibited on WHCC property and there is no drinking in the parking lot allowed. It is the Renter’s responsibility to ensure that guests do not violate WHCC’s policy with respect to beverages.
14. TAX and GRATUITY: A 15% gratuity is added to total of the party at the completion of your experience. Applicable taxes will be added to all items.
15. DATE AVAILABILITY: WHCC availability is based around the needs of its members.
16. PICTURES: Taking pictures on the golf course is at a limited basis with permission only. No pictures are to be taken on the greens.
17. SAFETY: Security must be provided by Renter at the discretion of WHCC.

The Renter and their guests at the function agree to indemnify and hold WHCC, 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 WHCC facilities, including any claims based upon negligence of WHCC and its agents, employees, officers, directors, and members. Any dispute or claim arising under or with respect to the agreement will be resolved by arbitration. Only direct damages may be awarded. No indirect, consequential or punitive damages, lost profits or attorney fees may be awarded. The award shall be final and binding upon the parties. Any award may be entered as a judgment or order in any court competent jurisdiction.

I have read and understand the following schedule of fees and polices/terms for the Westwood Hills Country Club (WHCC) Facility Rental Policy and agree to abide by and be bound by such agreements and regulations.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Renter: \_\_\_\_\_

Signature of WHCC Representative: \_\_\_\_\_