

**RBCC Clubhouse Request & Agreement – Weddings and Receptions**

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Final Confirmed Count Required By: \_\_\_\_\_

**Member Sponsor** (if not a club or member function): \_\_\_\_\_

Charges will be billed to the member sponsor's account. The member sponsor is responsible for the conduct of those attending the function and any damage incurred.

**Clubhouse Rental Fee:** \$600 per 4-hour function. \$150 per hour after that. The club closes at midnight. Reservations are made on a first-come, first-served basis. A \$200 deposit and a completed agreement are required to reserve the clubhouse. The deposit is non-refundable within 14 days of the event.

**Wedding Ceremony on #10 Tee:** \$200 \_\_\_\_\_ Rehearsal Date & Time \_\_\_\_\_

\*Chairs, decorations etc must not damage the tee area. Damage amounts will be determined by the course Superintendent and will be billed accordingly.

**Food:**

**Number of Servers/Wait Staff Required:** \_\_\_\_\_ (@\$15 per hour per person for non-club events)

**Menu:** \_\_\_\_\_

(menus range from hors d'oeuvres to full buffets and plated dinners. Our chef can customize and price a menu for you)

An 18% gratuity/service charge will be added to all food and beverage items.

All food and beverage must be provided by Rocky Bayou Country Club unless prior arrangements are made.

There is a \$200 catering fee to bring in an outside caterer. Caterers must be licensed and must be completely self-contained. They will not be allowed to use the club's kitchen, plates, utensils, chafers, etc. The Caterer is responsible for cleanup of their garbage/area or a cleanup fee of \$125 will apply.

**Beverages:**

Bar Service: Main Room Bar \_\_\_\_\_ Lounge Bar \_\_\_\_\_ Portable Bar \_\_\_\_\_

**Number of Bartenders Required:** \_\_\_\_\_ (@ \$15 per hour for non-club events) Depending on the number of guests, RBCC may require a certain number of bartenders.

**Bar Options:** Open Bar (ask for pricing), Cash Bar, Bar Tab, Open Bar with Bar Limit, Drink Tickets

\*Note: Rocky Bayou does not accept credit cards for payment of food or beverages. Please make sure your guests are aware of this.

No persons under the age of 21 shall be permitted to consume alcoholic beverages. No illegal drugs or alcoholic beverages may be brought onto the property. This may result in the immediate termination of the function, with no refund given.

**Set Up:**

Tables/Chairs/Room Setup: (See Diagram) \_\_\_\_\_

Rocky Bayou will do the basic arrangement of our tables & chairs according to your request. Rental or other items such as additional tables, chairs, arch, tent, decorations, etc will be the responsibility of those hosting the event.

Dance Floor: \_\_\_\_\_ DJ \_\_\_\_\_

**Table Cloths:** \_\_\_\_\_ @\$1.00 each Color: \_\_\_\_\_ Cloth Napkins: \_\_\_\_\_ @ \$.25 each

These are basic white table linens. Additional colors may be available for an added fee.

Head Table: \_\_\_\_\_ Number seated at Head Table \_\_\_\_\_ Microphone requested: \_\_\_\_\_

Place Settings: \_\_\_\_\_

\* All florists will be required to set their own centerpieces/decorations.

Dishware & Utensils: \_\_\_\_\_

Decorations: \_\_\_\_\_ Date & Time the club is available to decorate: \_\_\_\_\_

\*Decorations must not damage the clubhouse. Inside plants for decoration must be in containers that protect the carpet. Nothing may be hung, nailed, taped or stapled to the walls, woodwork or framing of the interior or exterior of the building. Decorative candles must be in containers. Sparklers are not permitted on the premises. Flower petals, rice, birdseed and confetti are not allowed inside the clubhouse.

The cost of any damage to the property, the clubhouse or its contents will be added to the function charges. A cleaning fee may be assessed for any extra cleaning needed beyond normal usage. The event host and member sponsor will be informed of the details and circumstances if such a need arises.

Smoking is not permitted inside the clubhouse.

Notes/Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I / We accept the above agreement:

Signature: \_\_\_\_\_  
( \_\_\_\_\_ )

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

Signature: \_\_\_\_\_  
( Member Sponsor Name & Number )

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

Signature: \_\_\_\_\_  
(Rocky Bayou Country Club)

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