

BELLEVILLE COUNTY CLUB

RENTAL CONTRACT

The following rates are for the Dining Room Area only; this includes the upstairs, and deck area. The rental **does not** include use of the kitchen; access of the prep area will be permitted with prior approval.

Rental Fee: \$50.00 + \$50.00 cleaning fee + membership if needed

The cleaning fee is for the overall cleaning of the area used by the renter. The renter is responsible for basic cleaning including: all tables wiped down and put back to original layout, all counter tops wiped down, any dishes used must be hand washed, dried & put away.

The Belleville Country Club requires at least one individual of the party to be at minimum a social member of the Club. One can purchase a social membership for \$35. **A guest list must be submitted to the Club the evening of the event.**

Decorating is permitted, as long as it does not involve anything permanent. If you have questions please ask for approval first.

Due to safety reasons no person is allowed to access the kitchen under any circumstances. If you need a caterer for your event we can provide you with a list of caterers that are associated with the BCC. Catering Fees vary depending on menu and number of guests.

Any outside food must be approved by the Club Manager. No outside alcohol can be brought into the facility; all alcohol must be purchased through the BCC bar. If there is a special product you would like on site please speak with the Club Manager at least 2 weeks prior to the event to ensure enough time to check availability.

RENTAL INFORMATION:

All Fees must be paid at the time reservations are made. Cancellation of event must be made 2 weeks prior to event date. If cancellation is made within 2 weeks of event date a cancellation fee may be applied

NAME/ORGANIZATION: _____

PHONE NUMBER: _____ **DATE OF EVENT:** _____

ESTIMATED TIME OF ARRIVAL: _____ **ESTIMATED TIME OF DEPARTURE:** _____

_____, I HAVE READ THE ABOVE RENTAL AGREEMENT AND WILL ADHERE TO THESE REGULATIONS.