

Arcadia Municipal Golf Course

Fees for Banquet Room Effective January 2017

Maximum Capacity- 136
Maximum Seating Capacity- 100

Damage Deposit

Damage deposit must be paid 2 weeks prior to the event. A minimum deposit of **\$250.00** will be charged, but additional fees may be assessed based on the class and expected attendance. You may make a \$50.00 deposit to hold the date, if the event is more than 30 days in advance. Balance of the deposit would then be due 2 weeks in advance of the event. Refund of deposit will be mailed to the responsible person/party approximately 14 business days following the party. Should damages exceed the deposit fee, the responsible person/party assumes full liability for repairs/replacements. All Events must end and the premise vacated by 11:00pm.

Cancellation Policy: Arcadia Municipal Golf Course must be notified 24 hours in advance of the planned event or you forfeit 50% of the deposit fee. Smoking within the facility or courtyard will result in forfeiture of the deposit.

Event Classes & Rental Fees

Rental fees must be paid not less than 7 days in advance of the event

	<u>1-4 hours</u>	<u>5-8 hours</u>
Class 1- Private Usage by any individual or organization	\$300.00	\$500.00
Class 2- Charitable non-profit organization as defined by Chapter 494 of the Florida Statutes.	\$250.00	\$375.00
Class 3- Small organization that is less than 20 people.	\$200.00	\$225.00
Popcorn machine (Golf Course staff will operate the machine)	\$75.00	\$125.00

Banquet room rentals for more than 8 hours will be charged an additional \$75.00 per hour or an extra 4 hours for \$275.00.

Bringing your own alcohol is prohibited and will cause your deposit to be forfeited. However beer and wine can purchased during any event from our Pro Shop. Orders for alcohol need to be submitted 2 weeks prior to the event.

Banquet room facility must be left in the same condition as on arrival.
Cleaning supplies/equipment is provided by the Pro-Shop.

Banquet Room Application

Arcadia Municipal Golf Course
1769 NE Livingston Street
Arcadia, FL 34266
863-494-4223

Name of Organization (if applicable): _____

Address: _____

Authorized Representative: _____

Address: _____

Phone #: _____ Alternate Phone #: _____

Describe Activity Taking Place: _____

Date Requested: _____ Hours of Event: _____

Expected Attendance: _____

List Any Equipment You Plan on Bringing to the Facility: _____

Adult Responsible for This Activity: _____

Name: _____ Phone #: _____

I have received and read a copy of *the Rules & Regulations* governing use of this facility. I understand my signature below indicates any agreement to abide by the same.

Signature: _____ Date: _____

(Authorized Representative)

Signature: _____ Date: _____

(Responsible Adult Listed Above)

*****FOR OFFICE USE ONLY*****

Use Classification _____ Use Fee _____ Damage Deposit _____

Special Requirements _____

Approved by Golf Course Manager _____ Date _____

Arcadia Municipal Golf Course

Banquet Room Rules and Regulations

- Payment of the facility use shall be received no later than 2 weeks prior to the event. Failure to submit rental fees will result in termination of the reservation. Damage deposit will be mailed to the designated party 10 to 14 business days after the event.
- From November 1st through May 1st, the facility may not be available for set up until the actual day of the event. Events may not be able to begin until after 5:30 pm due to parking availability.
- NOTHING shall be attached to the walls using screws or nails. Do not apply tape to the floors.
- Tables and chairs may be set up and used only within the facility. Additionally;
 - A. Tables and chairs shall not be dragged or stacked on each other
 - B. Tables and chairs shall not be removed from inside the building
 - C. Tables and chairs shall be left in the same set-up and areas as found upon arrival
- The kitchen stove and oven may only be used to re-heat food. Safety precautions must be taken to ensure that the stove/oven is turned off before leaving the premise.
- All floors (including rest rooms) must be swept and mopped. Brooms, mops and cleaning agents will be provided by Pro Shop staff. Restrooms are to be left clean and dry.
- All garbage shall be placed in bags and containers left clean. Garbage bags will be provided by Pro Shop staff.
- Posted signs and fire extinguishers shall not be removed at any time EXCEPT in the case of emergency.
- The premise (including the parking lot) shall be vacated by 11 pm. This includes clean-up and the removal of equipment not the property of the Arcadia Municipal Golf Course
- Parking lot and all areas of the outside of the building shall be cleaned immediately after use.

ALL FUNCTIONS MUST CEASE WITH THE PREMISE CLEANED BY 11 PM.

***ABSOLUTELY NO LOITERING OR DRINKING IN THE PARKING AREAS OR
OUTSIDE THE FACILITY GATES***

***FALSE INFORMATION ON THE APPLICATION WILL RESULT IN FORFEITURE OF
DAMAGE DEPOSIT***

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It is our policy to eject from the premises and to prosecute:

- Any underage customer who purchases or attempts to purchase an alcoholic beverage
- Any person who engages in the illegal use of a controlled substance on the premises
- Any person who traffics in a controlled substance on the premises

It is illegal for anyone (including parents) to sell, give or serve alcohol beverages to any person less than 21 years of age.