



**The Eagle's Loft**  
at Bear Creek Golf Course  
19 Bear Creek Golf Course Road  
Winthrop, WA 98862  
509-996-2284

## **RENTAL AGREEMENT**

Carefully read, complete, sign, and return Rental Agreement, with Reservation Deposit, within **seven (7) days** following the agreed upon date of booking. The signee, hereafter, shall be referred to as Renter. An authorized signature is verification that Renter has read and accepted responsibility for all conditions set forth in this Agreement.

**A Beverage Deposit** All beverage service will be provided by BCGC. A deposit in the amount of \$300 for large event and \$150 for smaller event is required two weeks (14 days) prior to the event. Beverage list to be confirmed by Renter at this time. Deposit will be applied to final beverage invoice.

**A Reservation Deposit** equal to  $\frac{1}{2}$  of the Rent amount is required in order to reserve and ensure availability of The Eagles Loft for intended use, and is non-refundable. The Reservation Deposit will be applied toward the full scheduled Rental amount when paid.

**A Damage Deposit** in an amount shown on the rate schedule below is fully refundable following the scheduled event if, upon inspection by the Manager, there are no signs of damage, either to the building itself, or its contents and/or equipment. In the event damages are over and above the deposit amount, The Renter will be billed accordingly.

**A Cleaning Deposit** in an amount shown on the rate schedule below is fully refundable following the scheduled event if, upon the inspection by the Manager, there is no need for further cleaning. In the event further cleaning is required, the cost of said cleaning will be the responsibility of the Renter, and will be taken out of the Cleaning Deposit. BBQ may be used during event but Renter must provide propane bottle and clean the grill after use.

The balance of the agreed upon Rental, the Damage and Cleaning Deposits are due in full and payable **30 days** prior to event date.

### **Reservation Information**

Date(s) Reserved: \_\_\_\_\_ Time range for event: \_\_\_\_\_

Name of Group(s) participating: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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Event Type	Notes	Rental Fee	Damage Deposit (refundable)	Cleaning Deposit (refundable)
Large Events (Wedding/Reception,etc)	24 hrs, capacity ~100 indoor/out	\$600.00	\$400.00	\$300.00
Small Event (Parties, Reunions, Meetings)	½ day, indoor capacity ~50	\$300.00	\$150.00	\$150.00

Amount received: \_\_\_\_\_

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

\*\*\*\*\*Post event checklist\*\*\*\*\*

Describe venue condition noting damage or needed cleaning--including associated costs: \_\_\_\_\_

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

Damage and cleaning deposit amount to be returned: \_\_\_\_\_ Date check mailed: \_\_\_\_\_