

Prestwood Country Club
Application for Club Rental
P.O. Box 3, Hartsville, SC 29551
P: (843) 332-9391 E: prestwoodcountryclub@gmail.com

Member (Renter) Name: _____

Address: _____

Phone: _____ **Email:** _____

Event Name / Type: _____ **Event Date:** _____

Prestwood Country Club (PCC) members may reserve Club facilities for *personal* use. **A member may not rent PCC facilities on behalf of a nonmember or on behalf of an organization. A PCC member may co-host with a non-member for a personal event but the PCC member must be present at all times when the non-member is at the PCC facility.**

_____(Initial) In reserving PCC facilities, I understand that all people in my party must respect the rules and regulations of PPC. Furthermore, I agree that I am not using PPC for a political gathering or profit-making function.

_____(Initial) I agree to see that the facilities used are left in the same condition they were prior to my use. I further agree that my damage deposit will be withheld to cover any damages done by any member of my party to the grounds, buildings, or equipment, as well as lost or missing articles attributed to my function or to cover cleaning, dismantlement or installation fees that may be charged if facilities are not returned to the original condition.

_____(Initial) I agree to be present at all times and for the entire duration of the event. I understand that I may not reserve PCC facilities on behalf of another individual or organization and in doing so will forfeit future rights to reserve PCC facilities.

_____(Initial) PCC may not be used after 2:00 am Saturday, Sunday or Monday; 12:00 am Tuesday through Thursday. Further, the facilities and grounds will be returned to their prior condition no later than the conclusion of the reserved rental period.

_____(Initial) I agree I am responsible and agree to remove all alcohol cans / bottles / vessels from PCC facilities / grounds by designated times. All trash must be discarded in the green dumpster located at the Boat Dock.

_____(Initial) Tobacco use is prohibited inside all PCC facilities. Tobacco use is only permitted in designated areas.

_____(Initial) PCC furniture, fixtures and equipment must not be moved, nor removed, from the facilities without prior approval of the Club Manager or designated PCC representative. Decorations are limited to flowers, posters, signage, etc. that can be hung and/or displayed without attaching to walls, posts, ceiling, or other surfaces. The use of staples, nails, crepe paper, tacks, tape, command strips, spray snow, glitter, confetti, spray paint, spray adhesive, etc., is strictly prohibited. No rice, birdseed or confetti will be thrown inside any PPC facility. I agree to inform my florist, caterer, decorator, event planner, band / musician, etc. of these policies.

_____(Initial) I agree to provide evidence of proof of insurance sixty (60) days before any event where alcohol is present and/or served. PCC General Manager and/or Board of Directors and Officers reserve the right to require proof of insurance, no less than twenty (20) days in advance, for any event. Failure to comply with proof of insurance may result in forfeiture of use of facilities.

_____(Initial) PCC, its Board, of Directors and Officers, employees, and agents accepts NO responsibility for any and all injuries, losses, and damages caused by use of the PPC property and facilities by members or guests and invitees of members. Further, the undersigned member (Renter) assumes all risk, known and unknown, for any and all injuries, losses, and damages to the undersigned member (Renter), its agents, employees, subcontractors, and/or guests and invitees. The undersigned (Renter) further agrees to indemnify and hold harmless PPC, its Board of Directors and Officers, employees, and agents from any and all liability claims, demands, and causes of action whatever kind and nature, incurred while on, or from use of, PPC premises.

Renter Name _____ Signature _____ Date _____

Event Name / Type: _____

Date(s) Requested: _____ Time Requested: From _____ To _____

I am requesting the use of:

____ The Ballroom (including the Lake Lounge) ____ Prestwood Room

____ Picnic Area One ____ Picnic Area Two

The Ballroom (including the Lake Lounge)

Combined maximum occupancy 450

Day	Time	Rental Fee	Cleaning Fee
Monday - Thursday	10:00 am - 11:59 pm	\$500.00	\$250.00
Friday	10:00 am - 2:00 am [Sat]	\$500.00	\$250.00
Saturday	10:00 am - 2:00 am [Sun]	\$500.00	\$250.00
Sunday	10:00 am - 2:00 am [Mon]	\$500.00	\$250.00
Friday - Saturday	10:00 am [Fri] - 2:00 am [Sun]	\$1,000.00	\$250.00
Friday - Sunday	10:00 am [Fri] - 2:00 am [Mon]	\$1,500.00	\$250.00

Prestwood Room

Maximum occupancy 75

Day	Time	Rental Fee*	Cleaning Fee
Monday - Thursday	8:00 am - 3:00 pm; < 30 pp	Free	\$100.00
Monday - Thursday	8:00 am - 3:00 pm; 30 - 75 pp	\$25.00	\$100.00
Monday - Thursday	3:00 pm - 11:59 pm; < 30 pp	\$25.00	\$100.00
Monday - Thursday	3:00 pm - 11:59 pm; 30 - 75 pp	\$50.00	\$100.00
Friday - Sunday	8:00 am - 11:59 pm; up to 75 pp	\$100.00	\$100.00

**Rental Fee is based on Event End Time*

Picnic Area One or Two

Day	Time	Rental Fee	Cleaning Fee
Monday - Sunday	8:00 am - 8:00 pm	Free	N/A

Installation and Dismantlement Fee

Ballroom Rental	\$250
Prestwood Room Rental	\$150

All fees are due at time of rental reservation. Reservations will only be held 72 hours pending receipt of fees. Damage deposit will be refunded within two (2) weeks of event if no damages. Cleaning fee will be refunded within two (2) weeks of event if applicable.

Rental Fee	\$ _____
Damage Deposit	\$ _____
Cleaning Fee	\$ _____
Installation/Dismantling Fee	\$ _____
Total Due	\$ _____

The following tasks must be completed for each rental of Club facilities:

- Return tables and chairs to original location.
- Condense all trash /recycling and take to dumpster.
- Turn off all lights.
- Lock all doors.

Renter Name _____ Signature _____ Date _____

***Cleaning fee may be waived for small events (<75 people) in the Prestwood Room. For waiver of cleaning fee, ALL following tasks must be completed:**

- Wipe down all tables and chairs that were used.
- Wipe all hard surfaces, clean up any spills.
- Vacuum carpeted areas.
- Sweep hard floors.
- Return tables and chairs to original location.
- Condense all trash to one bag and take to dumpster near boat dock.
- Make sure all trash cans have liners and are returned to their proper location.
- Check bathrooms and make sure toilets are flushed, counters are clean, garbage removed.
- Check kitchen/canteen area and clean out sink, wipe counters, etc.

To Be Completed by PCC General Manager / Representative

Manager/representative receiving application: _____ Date: _____

Total Rental Fees Received: _____ Date Rental Fees Received: _____

Event does not conflict with Club event: _____ Date event added to PPC web calendar: _____
Janitorial services scheduled for event cleanup: _____ will clean on _____
following the event.

Notes: _____

Signature of PCC Manager/Representative: _____

Date Damage Deposit Returned: _____

Damage Deposit Not Returned Due To: _____

Date Cleaning Fee Returned: _____

Date Cleaning Fee Not Returned Due To: _____

Renter Name _____ Signature _____ Date _____