

# Crane Field Golf Course

## RECEPTIONS & SPECIAL EVENT BOOKINGS

### EVENT INFORMATION

Event Name: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Organizer: \_\_\_\_\_

Telephone (Daytime): \_\_\_\_\_ (mobile during event): \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Date Booking Fee Paid: \_\_\_\_\_ Other Paid: \_\_\_\_\_ Cash / Check #: \_\_\_\_\_

### BOOKING AGREEMENT

- Event reservations at *Crane Field Golf Course* are on a first come first serve basis. Your Reservation is not confirmed until the entire booking deposit is received and this rental agreement is completed and signed.
- The booking deposit is non-refundable. If a booking is cancelled there will be no reimbursement.
- Rental payment is due no later than the day of the event. A receipt will be produced the following day with any property damages charged to your designated credit card.
- Groups are responsible for their own preparations. Set-up time will be granted to the event organizer according to need. Guests are not to arrive at the clubhouse before 3 p.m.
- Event organizer will assume liability for any damages done to the building, furniture, carpet, equipment, etc. and will leave the facility in satisfactory conditions (please monitor children closely). Credit card information must be included in this application to cover all damages incurred beyond normal wear. Damage repair costs will be charged on designated credit card.
- Events must be cleaned up and the building vacated by designated time (no later than 10 p.m.) \$50 credit card charge will be assessed for every half hour past 10 p.m. the event goes.
- The clubhouse should be left clean and tidy, in the condition it was found. Garbage sacks should be put in dumpsters. Garbage sacks often leak and are not allowed across the carpeted areas.
- Fire code does not permit smoking, candles, open flames inside of the building. Smoke damage is costly and organizer will be responsible for repair costs.
- Furniture, fixtures, and wall hangings may not be arranged or removed. Any special arrangements of fixtures will be done by management before your event.
- Decorations must be approved prior to use. Adhesives such as tape, vinyl or similar may not be used on walls or light fixtures. Confetti, rice, flower petals (used as confetti) or similar products are not allowed.

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- Clubhouse rental fees do not include use of the practice green or driving range. Damages from high heels and children are costly and organizers will be responsible for repairs.
- Events must comply with state laws including Utah alcohol laws and must comply with Crane Field Golf Course rules and regulations. Alcohol may be served with permission but may not be sold.
- Groups may not charge an admission fee, sell tickets, or solicit donations at the facility without written permission.
- According to Weber County health code the kitchen may only be used by those with food handlers permits and supervision from designated site manager.

*Credit Card Information (to be verified by Crane Field Event Coordinator. Please Print legibly.)*

Name on Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Number: \_\_\_\_\_ Card Type: Visa/MC/Amex/Disc

Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Card Holder Address

### Acknowledgment

BY SIGNING BELOW I ACCEPT THE TERMS OF THIS AGREEMENT. I REPRESENT THE CREDIT CARD INFORMATION PROVIDED IS ACCURATE AND I UNDERSTAND ADDITIONAL EXPENSES MAY BE DUE (ARISING FROM OVERTIME USE AND DAMAGES AS STATED ABOVE) AND BY SIGNING DO AUTHORIZE Crane Field GOLF LLC TO CHARGE MY CREDIT CARD FOR THE FULL AMOUNT OF ANY ADDITIONAL INCURRED EXPENSES:

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

*Card Holder*

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- CUSTOMER'S COPY -

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