



Prestwood Country Club
Application for Club Reservation

534 Prestwood Drive, Hartsville, SC 29550
Mailing: P.O. Box 3, Hartsville, SC 29551
843/332-9391, info@prestwoodcc.com

Name: _____ Member: Yes No

Organization (if applicable): _____

Member e-mail address: _____ Member phone numbers: _____

Co-host(s): _____

Type of Event: _____

Event Date: _____ Event time: _____ until _____ Number attending: _____

A member may reserve the Club for **personal** use. A member may co-host with a nonmember for a **personal** event of less than 75 people but must be present at all times when the nonmember is at the facility. ****A member may not reserve the Club on behalf of a nonmember or organization for other than personal use; in this situation, it is considered a nonmember/organization rental and full rental fees will be assessed.**

_____(initial) In reserving PCC facilities, I understand that all people in my party must respect the rules and regulations of Prestwood Country Club. Furthermore, I am not using the club 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 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 make reservations on behalf of another individual or organization and in doing so will forfeit my future rights to reserve the club.

_____(initial) The Club may not be used after 1:00 a.m. (Friday and Saturday nights only. All other nights, the facilities close at 11:00p.m.). Further, the facility and grounds will be returned to their prior condition no later than 10a.m. Saturday for Friday night rental and 1:00p.m. Sunday for a Saturday night rental. The renter is responsible for removing alcohol cans and bottles from all facilities/grounds by the designated times. Food, garbage, and recyclables must be placed in appropriate containers. Tobacco use is prohibited inside all club facilities, Ballroom and snackbar entrances, and on the deck. Tobacco use is only permitted on the patio adjacent to the Lake Lounge side entrance.

_____(initial) Reservations for the Ballroom must be made at least 30 days in advance. Reservations for other facilities must be made at least two weeks (14 days) in advance.

_____(initial) Furniture and equipment must not be moved, nor removed from the building without prior approval of manager or representative. Decorations are limited to flowers, posters, etc., which can be hung without attaching to walls, posts, ceiling, or other surfaces. Staples, nails, crepe paper, tacks, tape, spray snow, glitter, confetti, etc. will not be used. No rice, birdseed, or confetti will be thrown inside the clubhouse. I agree to inform my florist, caterer, and/or decorator of these policies.

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

The undersigned specifically agrees to abide by all federal, state, and local laws, ordinances, and regulations while using Prestwood Country Club and its premises.

Renter Name: _____ Signature: _____ Date: _____

Building Capacities / Restrictions (CF=cleaning fee)

Snackbar (CF \$75*) – maximum occupancy 75 (traditional youth birthday parties, game night, sport viewing parties)

Lake Lounge (CF \$75*) – maximum occupancy 75 (bridge parties, showers, formal birthday parties, tea parties). *No unsupervised youth or informal youth birthday parties, please.*

Pub (CF \$75*) – maximum occupancy 25 (card nights, supper club)

Ballroom (CF\$250) – maximum occupancy 300 (includes Pub and Lake Lounge)

Installation and Dismantlement Fee - \$250 only available for Ballroom rentals

I am requesting use of:

Snackbar Pub Lake Lounge Ballroom (includes Lake Lounge & Pub)
 Canteen Large Kitchen Picnic Area 1 Picnic Area 2 Pool (Members Only)

I will need additional access to the Club for decorating, set-up, and clean-up on the following dates and times:

Date: _____, from _____ to _____ Date: _____, from _____ to _____

Date: _____, from _____ to _____ Date: _____, from _____ to _____

Name of Caterer: _____ Name of Rental Companies: _____

Name of Florist: _____ Name of Decorator/Planner: _____

Manager/representative receiving application: _____

Date received: _____ Date contacted: _____

Date booked: _____ Event does not conflict with Club event: yes or no

Event added to Club Calendar: yes on _____ date.

Janitorial services scheduled for event cleanup: yes, _____ will clean on _____ following the event.

Other notes regarding the event: _____

Fees:

Rental Fee: _____ \$ _____
Facility rented

Damage Deposit (refunded if no damages) \$ _____

Cleaning Fee: \$ _____

Installation/Dismantling Fee: \$ _____

Total \$ _____

Nonrefundable reservation Deposit \$ _____

Balance Due 90 days prior to function for Ballroom or
2 weeks prior to function for all other facilities \$ _____

Reservation Deposit Paid on Date: _____ \$ _____

Signature of party reserving the Club: _____

Signature of Manager/representative of PCC: _____

Final payment received on Date: _____ \$ _____

Damage Deposit returned on Date _____ \$ _____

Or not returned due to _____

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**

*Cleaning fee may be waived for small events (<75 people) in the **Snackbar, Pub, or Lake Lounge** areas (e.g., nonprofit board meeting, bridge party). **For waiver of cleaning fee, ALL following tasks must be completed:**

- Wipe down 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 boathouse
- 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.

- Turn off all lights
- **In order for cleaning fee to be waived, facilities must be “ready” for next rental without any additional cleaning needed.**

SAMPLE