



Banquet Center Rental Agreement

Thank you for your interest in the Banquet Center at the Peoria Ridge Golf Course. Our staff is dedicated to providing you with a state of the art facility in which to host your event. The Peoria Ridge Banquet Center features 2500 square foot banquet room with a max capacity of 250, restrooms, tables/chairs, audio/visual system, and black tablecloths.

Reservation/Deposit Fee	To hold your reservation a cleaning deposit of \$150.00 is due at the time scheduling. The final amount is required to be paid the day before your scheduled event. The rental cost to use the building as follows: (Cash, Check, or Money Order) to be received at 118 S Eight Tribes Trail Miami, OK 74354 .
Rental Fee	\$50 per hour
Discounts	10% off hourly rental fee for Peoria Ridge Golf Course Members 10% off hourly rental fee for Peoria Tribal Citizens 5% off hourly rental fee for Peoria Tribal Employees

FEES

The Renter agrees to pay all established fees and possible fees identified in the Fee Agreement section of this contract. The Renter further agrees and understands that they are responsible for repairs and/or replacement of damage to the premises, fixtures, appliances, or landscaping resulting from the use of said premises. The deposit must be paid prior to the room being reserved for the requested time.

Discounts

- Peoria tribal citizen cards will be required and must be reserved and signed for by the tribal citizen.
- Peoria Ridge Golf Course memberships will be required and must be signed for by the member.
- PTIO employee ID badges will be required and must be reserved and signed for by the PTIO employee

ROOM RENTAL TIMES

Room rental charges include the use of the Peoria Ridge Banquet Room on the specified day of the event. (Times must be approved by the Peoria Ridge Representative) All set-up, decorating, and clean-up are expected to take place during the specified room rental time by the Renter. In addition, any third parties (entertainment, DJs, etc.) contracted by the Renter are expected to preform any set-up and tear-down during the specified room rental time. Renters must abide by the summer and winter hours of the PRGC.

Summer Hours of Operation: 7:30 am to 9:00 pm
Winter Hours of Operation: 8:00 am to 5:00 pm

BUILDING USE RESTRICTIONS

Activities are confined to the Banquet Room itself. PRGC reserves the right to deny any activity or equipment which might damage the facility or its contents. Use of any other areas are strictly off limits. Activities are not to interfere with the operation of the Golf Course or areas not specified below.

DECORATIONS/ENTERTAINMENT

The PRGC understands that decorations come with events being hosted, however, to preserve and protect our facility, please adhere to the following rules:

- No hanging or attaching decorations to the walls or doors with nails or staples. Please do not use any item that may leave a hole in any surface.
- No open flames allowed inside the building.
- No smoking allowed inside the building.
- Decorating the facility will only be allowed on the day it was reserved for.

RENTER'S CONDUCT

Renter is not allowed to use, or permit the use of anything that may seem dangerous to the life or limb of any person on the premises. The Renter, its employees, representatives, guests, and any other persons(s) that may enter that facility during the rented time shall not deface, injure the premises or any part thereof, or do anything or permit anything to be done on the premises which shall create a nuisance. The Renter and guests must comply with any special instructions given by the Peoria Ridge Representative.

Children must be supervised by adults at all times.

CONDITION OF BUILDING

The Banquet Center will be clean when you arrive. A pre-event inspection will be conducted by the appropriate staff before rental of the space to check for pre-existing damages to the building.

The facility is expected to be left in order in which it was rented.

- Please review the checklist below for post-event cleaning requirements
- Remove all food from the facility.
- Gather all trash and take to the designated area. (Tied up and left out on the patio. After 8:00 PM tie trash bags and leave in the trashcan.)
- Tables & chairs: The Banquet Center will have a lay out when you arrive. If additional tables and chairs are needed, please stack them neatly by the televisions on the north side along the wall.

CANCELLATION POLICY

The deposit paid will be refunded if a cancellation occurs within the stated time frame. The Peoria Ridge Golf Course reserves the right to cancel a reservation, if needed, at any time. An advanced notice of such cancellation will be given as soon as possible. For example, cancellation might occur if the Peoria Ridge Golf Banquet Room suffers damage or system failure that cannot be repaired in time for the scheduled use, or in the event of a catastrophe or an act of God.

- The full amount of the deposit will be refunded if cancellation is received 30 days or more prior to the event.
- 50% of the deposit will be refunded if cancellation is received less than 30 days prior to the event.



INDEMNITY CLAUSE

The Renter shall indemnify and hold the Peoria Ridge Golf Course harmless from any claim, liability, loss damage, cost, or expense, including reasonable attorneys' fee, award, fine, or judgement concerning, or arising out of, the use of the facility. This includes, without limitation, any such claims, liability, loss, damage, cost expense, award, fine, or judgment arising because of death or bodily injury to persons, injury to property arising because of the client's alleged or actual negligent act, regardless of whether such act is active or passive.

Renter's Printed Name

Renter's Signature

Date

Tribal Representative

Date



Banquet Center Rental Agreement

RENTER INFORMATION

Full Name _____ Phone _____ Email _____

Address _____ City _____ State _____ Zipcode _____

I am renting as a:

- Peoria Tribal Citizen or Employee
Peoria Citizen Roll #: _____
- Peoria Ridge Golf Course Member
- Peoria Tribal Employee
Specify Dept.: _____
- None of the Above/Other

Bar Service Type:

- Hosted/Open Bar (host pays for drinks)
- Limited Hosted Bar (specify) _____
- Cash Bar (guests purchase their own drinks)
- No Bar Service
- Estimated # of guests _____
- Catering Provider _____

RENTER INFORMATION

By signing this Rental Agreement, I, the "Renter", agree to pay Peoria Ridge Golf Course for the use of the facility known as the "Peoria Ridge Banquet Center"- located at 10301 S 600 Rd, in Miami Oklahoma. I further agree to all terms and conditions and responsibilities outlines in the Peoria Ridge Banquet Center Policy, and I agree that I did receive a copy of said policy.

Event Date: _____

Rental Fee: _____

Hours Rented: _____

Deposit Fee: _____

Event Time Start: _____

Total Amount Due at Signing: _____

Event Time End: _____

Renter's Printed Name

Renter's Signature

Date

Tribal Representative

Date