

**CEDARS OF LEBANON
P.O. BOX 6124
TYLER, TX 75711**

RENTAL CONTRACT

The event will start at _____ am/pm and end at _____ am/pm.

1. **Event Date:** _____

3. **Responsible Party:** _____

4. **Business Name if applicable:** _____

5. **Rental Fee:** Check one
10am-12 midnight ___ Holidays \$1,250.00
 ___ Friday or Saturday \$1,200.00
 ___ Friday and Saturday \$2,000.00
 ___ Sunday – Thursday \$900.00

The Total Rental Fee is due and payable on _____, 30 days before event.

Security is required for any event after dark. It is \$25 per hour, payable directly to Quality Private Patrol. 903-570-9110. If you plan to serve alcohol, see # 15.

We do not accept cash payments! Mail your Personal Check or Money Order to:

Cedars of Lebanon Club
P.O. Box 6124
Tyler, Tx. 75711

6. A Security Deposit of \$500.00 is required on all rentals, in addition to the rental fee and must be paid when the club is reserved. The security deposit will be refunded in full, no later than 15 days after the event, unless any of the provisions below should apply.
7. The Security Deposit **WILL BE REFUNDED ONLY IF:**
- A. There is no damage to the building, facility contents, or the grounds. Additional charges may be billed depending on the nature and extent of any damages.
 - B. The function is CANCELLED OR RESCHEDULED within three (3) months of the rental event date. If it is cancelled or rescheduled closer than 3 months, your deposit will not be returned.
 - C. All decorations are removed from the building and the grounds. NOTHING is to be attached to the ceiling, walls or floors by tape, staples, glue, or by any other method other than Command Strips, which must be removed at the end of the event.
 - D. Bottles, cans or other types of debris are not left in the clubhouse or on the grounds. All debris and trash from inside and outside must be put in the garbage cans.
 - E. The key is returned to Security or our Representative at the end of the event.
8. Park in designated areas. No vehicles are allowed on the front lawn!!!!

* **Initial here** _____

9. No smoking is allowed in the building, or within 20 feet of the doors of the

building. Smokers must use smoking receptacles – NO butts on grounds!

10. Ice coolers, kegs, liquids, etc are NOT allowed on the wood floors.

11. The rental hours are 10am-12 midnight. The building will not be opened, or made available for decorating or preparations before 10AM on the day of the function. If the renter requests extended hours, there will be an additional charge of \$50 for each hour before 10 am, and \$100 per hour for each hour after midnight. Extended hours must be requested at the time of rental. Under NO circumstance will the Club remain open past 2:00 AM.

12. Do not block the driveway around the front or rear of the building except when loading or unloading.

13. The Club provides 200 chairs, 25 tables (18-8ft, 2-6ft, 5-5ft. round tables) and 5 trash bins. The club does not furnish tablecloths.

14. A caterer of your choice may be used, or you may use the kitchen.

15. Alcoholic beverages are allowed in the Club and on the Club property. The following rules apply whether the renter provides the alcoholic beverage or allows the guests to furnish their own.

A. It is the renter's sole responsibility to ensure that the Club's designated licensed security officers, Quality Private Patrol, are on the premises with full time duty during the rental event. They must be present from the time that alcohol is consumed (even 1 beer) until the gates are locked at the end of the event. Alcohol is not allowed on property without security. NO EXCEPTIONS. Call 903-570-9110 to arrange with them. Payment for Security is an extra charge, payable to them. The number of security officers required depends on the number of guests:

- _____ 1) 1- 99 guests requires 1 Security Officer
_____ 2) 100-200 guests requires 2 Security Officers

B. *Initial the appropriate box. Sign at bottom of this page (& page 3)

*1) _____Alcohol will be allowed at the event and I have read and understand all applicable rules.

*2) _____Alcohol will NOT be allowed

C. Failure to comply with these requirements shall result in forfeiture of your security deposit.

16. The Cedars of Lebanon Club, its' members or its' management, will not be responsible for any accidents on or off the premises due to alcoholic consumption by the renter or their guests. This responsibility rests solely with the contract renter.

17. As the Contract Renter, I release the Cedars of Lebanon Club of any liability regarding the consumption of alcoholic beverages being served on the premises for our function.

*** Renter's Signature _____ ***Date _____

18. The Contract Renter, Host or Hostess must be in attendance at the function at all times. The Renter is responsible for all of their guests and to make sure that they follow the rules outlined in this contract. No one under the age of 18 may be left unattended without adult supervision on the grounds of the Cedars of Lebanon Club.

19. No one is allowed beyond the fence, on the pier, or near the pond FOR ANY REASON.

20. The Club Representative will meet the Renter at 10 a.m. on the day of the event and provide a key for access IN and OUT of the club. At that time it is the responsibility of the renter to verify what time their event will end. If the Renter has to leave the Club unattended at any time that day, they must lock the front door (from the inside) and the back door with the key. If the key is not returned to the Club Representative or the Security Guard at the end of the event, the Renter's security deposit will not be returned.

By signing below, I have read, understand and agree to all of the terms of this rental contract.

*

RENTER'S SIGNATURE

PRINTED NAME

DATE

RENTER'S ADDRESS: Street

RENTER'S EMAIL

City, State, Zip

RENTER'S PHONE NO.

Enter "Return Deposit" address if different from above address.

CLUB REP. SIGNATURE

CLUB REP. PHONE NO.

DATE

\$

DEPOSIT RECEIVED

CHECK NUMBER

DATE

\$

DEPOSIT REFUNDED

CHECK NUMBER

DATE

OTHER NOTES _____