

Willowdale Lake Country Club Reception Reservation Agreement

Lessee Name: _____

Event Date: _____

Event Type: _____

1. You are renting the hall and parking area only. You and your guests are limited to those areas only. Other areas (fire pit, pavilion, beach, etc.) are private and for members use only.
2. Your event can last no longer than five consecutive hours and you must vacate the premises by 10:30 pm.
3. No scotch tape, nails, thumbtacks, etc. can be used for decorating. No confetti or glitter.
4. No open flames of any kind anywhere inside the hall.
5. Your event includes 4 hours of open bar. You can extend this to 5 hours at an additional cost.
6. You may purchase an additional hour of open bar (see Event Prices, below). All alcoholic beverages must be purchased prior to event through Willowdale Lake Country Club.
7. Mr.Mikes is our exclusive caterer and must be used for any food service.
8. Lessee agrees to defend and hold harmless Willowdale Lake Country Club and its employees, officers and trustees from any claim or litigation.
9. Lessee will comply with all laws and ordinances and is responsible for damage to the premises and its contents.
10. Lessee assumes responsibility for ensuring that no person leaves the premises while intoxicated, and assumes responsibility for safe transportation from Willowdale Lake Country Club.
11. Lessee shall be responsible for any and all damage to the premises, including all equipment, furniture, and other items belonging to Willowdale, arising out of or in any way connected with the use of the venue by the lessee; the lessee's guests and family, and anyone on the premises as a result of the rental of the venue to the lessee.



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12. Lessee accepts responsibility for any bodily injury sustained on the premises during the lessee's occupancy, including any litigation or claim resulting, and/or judgement rendered against lessor for any bodily injuries occurring on or in the premises during lessee's occupancy of premises.
13. Lessee must arrange with the Event Coordinator to access the ballroom and/or gazebo the day before or day of your event to decorate. Day-before access is not guaranteed; the venue may be in use for another event. Schedule your day-before decoration early to ensure access.
14. If the gazebo is used, lessee must return the area to its original state. Gazebo cleanup is not included in the rental cost.

Event Prices

See our Reception Pricing Plans for prices. We offer tiered pricing that enables you to select the desired event options and stay within your budget.

Prices do not include sales tax or tip for service staff.



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I hereby agree to the conditions stated above.

Name: _____

Address: _____

Phone1: _____ Phone 2: _____

Email: _____

Lessee Name: _____

Signed: _____ Date: _____

For Willowdale: _____

Signed: _____ Date: _____

Additional Contacts (If different from above)

Bride's Name: _____

Phone: _____ Email: _____

Groom's Name: _____

Phone: _____ Email: _____

Other Contact _____

Phone: _____ Email: _____

Facility Rental

Cost: _____ Date: _____ Check #: _____

In the event of cancellation, the deposit is non-refundable unless that date can be rebooked. All fees must be paid in full two weeks prior to your event date.

