



2022 MOOSE RUN GOLF COURSE CLUBHOUSE RENTAL AGREEMENT

Date of Event: _____ Total number expected*: _____

What time do you want us to open the door for you? _____

What time will you be leaving the event? _____

***Reminder set up and clean up time are included in the times of your event.

Number of hours _____ @ \$ per hour = _____

Organization: _____ Category of User: _____

Type of Function: _____

Method of Payment: _____ Receipt Number: _____

Name of Sponsor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____

E-mail: _____

Phone _____ Number you can be reached the day of the event: _____

- A. Your request for use of Moose Run Clubhouse is approved subject to the following conditions:
 - a. Any property of the United States Government, damaged or destroyed by the sponsor or his/her guests, incident to the exercise of the privileges herein granted, shall be promptly repaired or replaced by the sponsor. In lieu of repair or replacement, the sponsor shall pay, to the United States Government, money in the amount sufficient to compensate for the loss

sustained by the United States government by reason of damage to or destruction of government property.

- b. The United States government shall not be responsible for damages to property or injuries to persons which may arise from or be incident to the exercise of the privileges
- c. herein granted, or for damages to the property of the sponsor, his/her guests, or for the injuries to the person of the sponsor, his/her guests, or for the damages to the property of employees or others who may be on said premises at their invitation or the invitation of any one of them, arising from government activities on the said premises. The sponsor and his /her guests shall hold the United States government harmless from any and all such claims.

B. By signature hereon, the sponsor assumes responsibility for, and understands, the following:

- a. Conduct of all participants, and liable for damage or loss caused as a direct result of negligence.
- b. Ensures all participants follow Installation and Public Health Guidelines.
- c. Arriving at the reserved hour and remaining throughout the event.
- d. Ensuring that no individual under 21 years of age is allowed to neither introduce nor consume alcoholic beverages on or about the premises. For official military functions, you must have CC sign letter for approval. Letter can be provided when requested.
- e. Alcoholic beverage consumption within a squadron or unit may be considered for approval in a designated space on a limited basis for Airmen and their adult guests during the following enumerated functions: hail and farewell recognition, promotion and retirement celebrations, final- flight celebrations, squadron or unit heritage anniversary celebrations, family day celebrations, and picnics. Other functions or events may be approved by the installation commander upon request if the event is determined to be in the best interest of the AF and the installation's mission. These requests must have installation commander written approval. (T-1). The requester (squadron or unit commander, civilian leader or equivalent authority) should include the following:
 - i. A plan how alcoholic beverages will not be consumed by, available or provided to individuals under the legal drinking limit of local laws. (T-1)
 - ii. Confirmation alternative non-alcoholic beverages will be offered at times and food and snacks available to users of the room. (T-1)
 - iii. Develop and submit a safe transportation plan for Airmen and their adult guests who may consume alcoholic beverages while attending the approved function.
 - iv. Date(s) of the event and the time alcohol is available. Having sustained ongoing events featuring alcohol is not authorized. (T-1). Designating an entire building when multiple unit's share the building is not authorized (T-1).
 - v. Confirmation servers will complete Dram Shop and bystander intervention training. This training must be documented. (T-1).

- vi. Why the proposed event is in the best interest of the AF and installation mission.
- A. That no cooking is permitted. If food is being served you must follow ServSafe standards.
- B. Only the main floor is rented, with access to the restrooms on the lower level.
- C. That the Moose Run employee on duty is there for assigned tasks only and is not on call for additional responsibilities.
- D. Ensuring that all trash, debris, decorations, personal property, etc. are removed from the clubhouse immediately upon conclusion of the event, and that all areas of the clubhouse utilized during the reservation period are cleaned to the satisfaction of the employee on duty.

In addition to the above conditions, Moose Run would like to make you aware of the following:

Glitter and other type decorations are not allowed (that will be difficult to clean).

Clubhouse has 17 tables and 60 chairs. Three 6-foot folding tables are also available. The main floor of the clubhouse will comfortably seat AT MOST 90* people. *Under COVID-19 guidelines, the clubhouse can only host as many people as current base guidance allows unless a CC provides an exception to policy letter. *

The ice machine and coolers will be available for use. All other kitchen and food preparation equipment will not be available for use.

In lieu of a fire in the fireplace, we have candles that are available. We ask that you do not use the fireplace for purposes other than lighting the candles. You may bring in your own candles or use ours, but we ask that you do not start a fire.

The above instrument, together with all the conditions thereof is accepted this__ day of ____20____.

Signature _____

Date: _____

Club House Pricing:

Group 1. Active-duty units, Directorate and Special Staff elements conducting official training classes of functions during normal duty hours. \$40.00 per hour.

- For training classes of functions, the Clubhouse Rental contract must be signed by the Unit Commander, Director of Special Staff Officer. This group may make reservations 90 days prior to the desired date of use.

Group 2. Active duty, National Guard and Reserve military units, Directorates and Special Staff units conducting non-training functions during non-duty hours may make reservations up to 90 days prior to the date of use, at the rate of \$60.00 per hour.

Group 3. Active duty and Retired military personnel and their family members over the age of 21 may make reservations up to 75 days prior to the desired date of use, at the rate of \$100.00 per hour.

Group 4. Individuals, or civilian organizations not covered by Groups 1, 2 or 3 may make reservations 60 days prior to the desired date, at the rate of \$150 per hour.

Pavilion Pricing:

Only Available During Non-Tournament Dates

Group 1. Active-duty units, Directorate and Special Staff elements conducting official training classes of functions during normal duty hours. \$20.00 per hour.

Group 2. All other functions for Active duty or Retirees, National Guard and Reserve conducting non-training functions during non-duty hours. \$50.00 per hour.

Group 3. Individuals, or civilian organizations not covered by Groups 1 or 2. \$100 per hour.