

# THE CLUBHOUSE AT WASATCH WING & CLAY

## Rental Agreement For Weddings

This Rental Agreement is between Wasatch Wing & Clay  
and \_\_\_\_\_  
(Hereinafter known as CLIENT) for the use of the rental of the  
clubhouse.

Event Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Additional contact(s) who have permission to make changes & decisions  
\_\_\_\_\_

### Terms and Conditions

#### Reservation & Payment Policy

- **Wasatch Wing & Clay must receive a non refundable deposit of \$100 and a signed rental agreement when scheduling, in order for the event date to be guaranteed.**
- Monday-Thursday 3:00 p.m. - 10:00 p.m. **\$850**
- Friday-Sunday 3:00 p.m. - 10:00 p.m. **\$1,100**
- **The remaining \$750 or \$1,000 of the rental fee is required at the final meeting seven days before the event. (The full event fee is NON REFUNDABLE after the final meeting.)**
- If you choose to serve alcohol at your event, there will be an additional **\$150 fee.**  
(If you choose to sell alcohol at your event, you will be required to hire a licensed bartender)
- If you choose to add clay target shooting the cost is **\$5 for 25 trap targets/clays**
- Event must be completed by 10:00 p.m. and clean-up must be completed at 10:30 p.m.

**\*\*\*CLIENT will incur a \$100 fee for every half hour over\*\*\***

- Client agrees to these payment terms

**\_\_\_\_ CLIENT INITIALS**

**Checks for the deposit and/or remainder must be made out to:  
Wasatch Wing & Clay, LC Memo: (Date of event)**

**Mail to:**

Wasatch Wing & Clay

P.O. Box 289 Cedar Valley, Utah 84013

## **CLEANING CHECKLIST**

This cleaning checklist is subject to change.

- Wipe down tables/chairs. Neatly place them in the designated area to avoid additional charges. Chairs must be stacked on dollies.
- Use large broom to sweep ALL floors of the rental space. Wipe all cake, food, drink and sticky spills off floors.
- If needed, vacuum carpets/rugs of rental space used.  
(This includes the wedding party loft.)
- Wipe down all the space and appliances used in the kitchen area.  
(Cleaning supplies can be found under the kitchen sink. Use of ammonia based products are prohibited.)
- Take ALL trash out of clubhouse. Staff will direct you to the appropriate receptacles provided. (New garbage liners can be found under the kitchen sink)
- Check parking lot, walkways, lawn and any outdoor area for any trash, food or miscellaneous items used for the event. Such as; sparklers, sprinkles, whipped cream, Oreos, and so on. Remove any and ALL such items found outdoors to avoid additional fees.

**\*\*\*CLIENT will incur a \$100 fee if failure to comply\*\*\***

- CLIENT agrees and understands the cleaning policy

\_\_\_\_ CLIENT INITIALS

## **KITCHEN USAGE**

Kitchen usage is limited to PREPARATION ONLY. This means that the food may be assembled and may be warmed or kept warm using the warming oven. Perishables and beverages may be chilled in the limited space in the refrigerator on the day of the event, limited freezer space is available. Plan accordingly, oven, refrigerator, and microwave must be cleaned after use.

- CLIENT understands that the kitchen usage is limited.

\_\_\_\_ CLIENT INITIALS

## **FOOD**

ALL food must be prepared, brought onto the premises, and served by CLIENT or a caterer that is designated by the CLIENT. There is no extra charge to have caterer. CLIENT is responsible for cleaning the kitchen. \*\*See kitchen usage\*\*

## **DECORATIONS**

Decorations may NOT be fastened to the inside or outside walls, with thumb tacks, nails, staples or pushpins. Sticky adhesive on the walls and floors are prohibited. Painters tape is permitted but must be removed at the conclusion of the event. Candles must be completely enclosed in a glass or non-flammable holder. If wax or flame ruins any surface CLIENT is responsible for damage. Stakes or pegs can be placed only 4 inches deep in lawn or any other areas on the grounds. CLIENT must consult with staff before placing the stakes or pegs.

The use of glitter, confetti, rice, silly string, sidewalk chalk, or birdseed is strictly prohibited in the clubhouse and/or on the grounds.

**\*\*\*If these items are used CLIENT will incur a \$150 fine for excessive clean-up\*\*\***

If balloons are used, the CLIENT is responsible for removal of ALL balloons. Immediately following the completion of the event, ALL decorations, trash, or other debris must be thrown away in the appropriate receptacles provided. Anything left behind will be thrown away. When in doubt about decorations deemed acceptable, CLIENT must consult with Wasatch Wing & Clay staff. Failure to do this may result in damages and/or excessive wear and tear.

- CLIENT agrees and understands the decorating policy  
\_\_\_\_ CLIENT INITIALS

## **VIDEO/SOUND MEDIA**

If using any video/sound for an event, it is required that the media is brought to the clubhouse seven days before the event. ALL media must be Windows supported.

- CLIENT agrees and understands the media policy  
\_\_\_\_ CLIENT INITIALS

## **PET POLICIES**

Pets are not allowed inside the clubhouse. If pets are being used for the wedding ceremony inside the clubhouse an approval will need to be given from Wasatch Wing & Clay.

- CLIENT agrees and understands the pet policies.  
\_\_\_\_ CLIENT INITIALS

## **MISCELLANEOUS POLICIES**

- If CLIENT rents extra tables, chairs, decor, etc. from any other rental company, it is the CLIENTS responsibility to get such items returned to the company.
- Wasatch Wing & Clay staff will be present during ALL rented events.
- Wasatch Wing & Clay reserves the right to take photographs of rental events for its own records and for use in the future.
- If alcohol is being served at the event, all guns must be put away and may not be used for the remainder of the event.
- The loft area is **ONLY** for the use of the wedding party.  
All other guests and unattended children are not allowed in the loft area.
- Wasatch Wing & Clay reserves the right to refuse service to anyone.
- CLIENT agrees and understands the miscellaneous policies  
\_\_\_\_\_ CLIENT INITIALS

## **WEDDING AMENITIES**

- Wedding party loft- brides vanity, privacy screen, bridesmaids area, groom and groomsmen area.
- Barnwood backdrop
- Wooden pallet backdrops
- 120- black folding chairs
- 21- 8 foot long rectangle tables

- 20- 5 foot wide round tables
- 4- 4x4 foot wooden tables
- 16- wooden chairs
- 3- flat screen televisions
- Professional indoor outdoor sound system
- Mantle 84 inches across in length
- Mantle to hearth 91 inches long
- Mantle to floor 110 inches long