



# Rolling Hills Country Club

701 Lakeview Drive, Paducah, KY 42003  
270-554-4508

## RENTAL AGREEMENT

DATE OF EVENT: \_\_\_\_\_

### Rental Fees

**Ballroom and Sun Porch (Inside) .....Members: \$530.00\***  
**Non-Members: \$900.00**

(Sun porch is not rented separately) The ballroom and sun porch (inside) will be available ONLY on the day of the event for decoration.

\*Event must be directly related to member.

**Downstairs..... \$110.00\***  
**Non-Members: \$175.00**

The downstairs will be available ONLY on the day of the event for decoration. The downstairs room will not be rented if a pool party is already scheduled for that day. Pool parties have full use of the downstairs.

**Pool ..... \$160 /Add'l 10 guests \$25.00**

Pool rental is for two hours; parties for greater than 20 guests require an additional \$25.00. Pool rental includes use of the downstairs covered patio and the downstairs room. **Be aware that should your pool party overlap with pool hours, swimmers are allowed to use the restrooms located downstairs.** You will be responsible for paying the lifeguards \$10/hour for each hour the pool party continues beyond established pool hours. A minimum of two lifeguards will be on duty for all pool parties.

The rental fee is required with the return of this Agreement. The rental check will be held by the Rolling Hills Country Club Treasurer until the week of the event. The deposit will be 100% refunded if the event is cancelled at least 30 days prior to the event. If the event is cancelled less than 30 days, but more than 14 days, 50% of the deposit will be returned. Cancellations less than 14 days prior to the event will result in loss of entire rental.

A separate check for \$250 for a cleaning/damage deposit is also required with the return of this Agreement. This check will be returned to the renter or shredded after the event unless the facilities are NOT cleaned by the renter and returned to the same condition that existed prior to the event or if there is damage to the facility during the rental period.

Overflow guests may use the concrete patio outside the sun porch but shall not congregate in the members' bar.

**The Entrance Foyer is not part of the rental agreement. Minimum decorations may be used there. The furniture may NOT be removed or relocated.**

\_\_\_\_\_  
Renter's Initials & Date

\_\_\_\_\_  
Member's Initials & Date

**Balloons with attached ribbons or streamers may not be used in the ballroom, sun porch, or foyer. The use of wax candles, glitter and confetti is prohibited in the building.**

\_\_\_\_\_  
Renter's Initials & Date

\_\_\_\_\_  
Member's Initials & Date

**The downstairs kitchen may be utilized by caterers to warm food using their own equipment. NO FOOD PREPARATION SHALL BE DONE IN THE KITCHEN.**

\_\_\_\_\_  
Renter's Initials & Date

\_\_\_\_\_  
Member's Initials & Date

**ALL ALCOHOLIC BEVERAGES MUST BE PURCHASED FROM ROLLING HILLS COUNTRY CLUB.**

\_\_\_\_\_  
Renter's Initials & Date

\_\_\_\_\_  
Member's Initials & Date

Parties requiring Rolling Hills Country Club employees to work beyond normal operating hours shall incur an additional fee of \$15 per hour per employee.

Rental agreement terminates with the closing time of the Clubhouse unless prior arrangements have been agreed to.

Supplies such as table linens, paper goods, etc. are available for an extra charge. Any table setup and takedown done by Rolling Hills' employees shall be charged at a rate of \$25 per hour and must be scheduled prior to the event.

The renter is responsible for removing debris and any decorations from the clubhouse at the end of the event. The clean-up shall be completed the day of the event unless prior arrangements have been made.

**Additional charges, including tablecloths, table arrangements, setup and takedown, etc. will be billed after the event.**

The entrance foyer can and will be used by Rolling Hills Country Club's members for access to bathroom facilities during any scheduled event.

The Rolling Hills Country Club's sponsoring member's initials and signature shall be included with the return of this contract **and include the rental fee and cleaning deposit** before being accepted by the House Manager (Board Member).

**LIABILITY WAIVER**

**The premises that are rented to the party (ies) below, pursuant to the Rental Agreement are rented "as is", and Rolling Hills Country Club, Inc. shall incur no liability from the use of these facilities. The renting party (ies) and the sponsoring member listed below agree to indemnify and hold harmless Rolling Hills Country Club, Inc., its officers, directors, and employees from any and all damages and from any claim (s) made as a result of the Rental Agreement, including any such court costs and attorney's fees included in defending such claim(s).**

\_\_\_\_\_  
Date & Hours of Event

\_\_\_\_\_  
Event Name

\_\_\_\_\_  
Renter's Name & Address with City and State

\_\_\_\_\_  
Renter's Phone Number

\_\_\_\_\_  
Sponsoring Member's Signature

\_\_\_\_\_  
Renter's Signature

Area Requested: \_\_\_\_\_ Ballroom/Sun porch  
                          \_\_\_\_\_ Downstairs  
                          \_\_\_\_\_ Pool & Downstairs

Approximate Number of Guests \_\_\_\_\_

Assistance needed for table arrangement at \$25/hour?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Please list any special needs for this event: \_\_\_\_\_

**RHCC Official Use Only:**

Date received: \_\_\_\_\_

Date approved \_\_\_\_\_ RHCC House Chairman's Signature \_\_\_\_\_