



MANAGEMENT INC.

Lake Wales Country Club
863-676-2422
2925 State Highway 60 East
Lake Wales, Florida 33898

The staff and management at Lake Wales Country Club are pleased that you are considering our facility for your special event. When you choose Lake Wales Country Club, you can feel confident that our friendly, knowledgeable staff will attend to every detail with consummate professionalism and courtesy, ensuring your special event is a successful and memorable one.

General Information & Guidelines

Directions to Lake Wales CC

From Orlando or points north, take State Road 27 south until you reach State Road 60. Take 60 East through Lake Wales, approximately 3.5 miles. The club entrance is located on your left across from the fire department.

From Sebring or points south, take State Road 27 north until you reach State Road 60. Take 60 east and proceed as above.

From Tampa or points west, take State Road 60 east to Lake Wales, crossing over State Road 27, and proceed as above.

From Vero Beach or points east, take State Road 60 west to Lake Wales approximately 55 miles; you will see the large stone 10-foot wall surrounding the club on your right with entrance across from the fire department.

Room and Amenity Charges

(Capacity required is determined by amenities requested.)

| | |
|--|--------------------------------|
| Valencia Ballroom | \$ 800.00 |
| 5-hour rental | \$ 100.00 each additional hour |
| Add Conference Room | \$ 200.00 |
| Valencia Half Ballroom | \$ 500.00 |
| Grove Room (Seating Capacity 32) | \$ 80.00 per hour |
| Minimum 2 hour rental | |
| Conference Room (Seating Capacity 12) | \$ 50.00 per hour |
| Minimum 2 hour rental | |
| Dance Floor Fee | \$ 250.00 |
| Bartender Fee | \$ 200.00 |
| Set-up & Breakdown Fee | \$ 250.00 |
| Stage (per section) | \$ 30.00 |
| Table & Chair Rental (per table, 8 chairs) | \$ 20.00 |
| Linen Rental | No longer available |

The above charges are non-negotiable.
Prices subject to change without notice.

Rental Policies and Procedures

All costs and coordination of food, food service, rentals or additional items are the responsibility of the renter. Lake Wales Country Club does not oversee any part of the event except the sale of alcoholic beverages and to ensure the proper use of our venue.

Lake Wales Country Club reserves the right to refuse rentals. Lake Wales Country Club also reserves the right to cancel an event due to unforeseen circumstances and an alternate date will be re-scheduled as soon as possible. Lake Wales Country Club reserves the right to cancel the rental contract, if the balance of your contract is not paid when due.

Décor must be approved by Lake Wales Country Club. Nothing may be hung or placed on walls, windows, or building without consent of Lake Wales Country Club.

All events must be conducted in accordance with this rental policy.
The renter is responsible for informing all event participants of this policy.

Catering Information

Lake Wales Country Club has elected to partner with Terrie Lobb Catering, Inc. www.terrielobbcatering.com .

However, this will not prevent you from using a different caterer of your choice.

Your caterer must provide Lake Wales Country Club with a copy of their food management license and tax ID number. Lake Wales Country Club will not be responsible for accepting payment for the catering of your event. All payment and pricing for food, linens, dishes, glassware, & flatware will be handled by your caterer.

Lake Wales Country Club **will** be responsible for accepting all amenity payments and room charges.

Please contact Grace Hoff at the Lake Wales Country Club (863-676-2422) or by email at lwccgrace@outlook.com for further information.

Billing and Deposits

Reservations are processed on a first-come, first served basis. A non-refundable fee of \$500.00 is required to reserve the date for your event; this fee is due on the day you book your event, and payment required will be with a valid credit card. The date will not be reserved until the deposit has been paid. The non-refundable deposit will be applied to the cost of the amenities/room unless said event has been cancelled.

A refundable fee of \$500.00 for a security deposit is required payable with a valid credit card. The security deposit will be refunded to you after your event, pending inspection of facility by a Lake Wales Country Club staff member. The balance of total amenities payment is due 20 business days prior to the date of your event.

Service Charge and Tax Requirements

All amenity charges are subject to a 7% state tax and 20% gratuity.

Preferred method of payment: cash, money order, cashier's check or credit card. NO personal checks shall be accepted.

Liabilities

Lake Wales Country Club cannot assume responsibility for personal property and/or equipment brought onto the premises. Liability for damage to Lake Wales Country Club property will be deducted from the security deposit. The Management reserves the right to inspect and control all private functions with guest safety in mind as well as the best interests of the club.

Lake Wales Country Club reserves the right to refuse service and terminate the event at any time should there be any behavior or activities that are offensive, abusive, illegal and/or dangerous to guests, facilities, or grounds during your event.

The renter accepts responsibility for the care of rented facility and is responsible for damages incurred during the event. In addition, Lake Wales Country Club is not responsible for loss or damage to personal property of renter during the event.

A Lake Wales Country Club staff member will be on duty during your event, but this staff member isn't available to oversee the details of scheduled event.

Banquet Set-Up/Takedown Details

PLEASE INITIAL NEXT TO EACH AND SIGN AND DATE BELOW

1. Set-up and decorations for the Valencia Ballroom may begin two hours prior to event and cleanup must be completed one hour after your event.
2. No space is available for pre-event storage. All set-ups must be pre-approved by Lake Wales Country Club.
3. Large rental items (i.e., chairs tables etc.) may be delivered one day before and removed one day after the event. All items left will be disposed of by the Lake Wales Country Club.
4. It is the responsibility of the renter to ensure the clean-up of the facility is completed within one (1) hour of the agreed end time. Renter is responsible for removing all garbage and decorations, and leaving floor clean and free of debris. Any items left will be disposed of by Lake Wales Country Club.
5. Rental areas are accessible to the renter no more than two hours before and one hour after the event. After this designated time, an additional surcharge per hour will be added to the fee for the use of the Lake Wales Country Club facilities at a rate of \$100 per hour (or portion thereof), which will be deducted from the security deposit. Please convey this to your vendors and entertainment you have hired.
6. All alcoholic beverage sales will be handled through Lake Wales Country Club. Failure to comply will result in confiscation of liquor and removal of responsible persons from premises.
7. Members of the party serving alcoholic beverages to minors will be reported to the Lake Wales Police Department.
8. Children of guests must be controlled by their parents. Children in attendance must remain inside the clubhouse at all times unless accompanied by a parent or responsible adult. Any violation of these rules will result in the removal of offending persons off the premises.
9. All materials, decorations, and food must be removed from the LWCC premises immediately following the event.
- 10.No glitter or confetti of any type is permitted.
- 11.No decorations are permitted to be affixed to walls or ceilings by means of tape, thumb tacks, or push pins etc.
- 12.Failure to comply with any and all of the above rules will result in the termination of the event without refund.

I have fully read and agree to the above_____Date_____

Lake Wales Country Club Representative_____Date_____

Catering Responsibilities

Please note, when choosing a caterer for your event, that in addition to food the caterer is also responsible for the following:

- Providing a VALID copy of their catering license before ANY food is delivered or served.
- Providing their own wait staff for food service.
- Providing warming pans / hot boxes for service as well as preparation.
- Providing serving utensils.
- Providing ice bins.
- Providing beverage-serving urns.
- Removing any and ALL garbage from the event

Lake Wales Country Club will NOT be responsible for ANY of the above listed items.

Signature _____

Date _____

Print _____