

Diamondhead Country Club Policies and Procedures Non-Residents

The Diamondhead Country Club is wholly owned by the Property Owners Association and operates at the direction of the elected DPOA Board of Directors.

WHO MAY USE THE CLUB

The clubhouse may be used for business, civic, social, philanthropic, fundraising, and other events and meetings as determined appropriate by the Diamondhead Property Owners Association (DPOA) Board of Directors (Board). The Board has the right to refuse rental at their discretion. The Club facilities may be used by reservation only with priority given to DPOA business meetings. Use of the club facilities will be restricted to normal operating hours. Any deviation from these hours must be approved by the General Manager and/or 19th Hole. Additional hours may also incur additional service fees.

GUIDELINES AND POLICIES

All food and beverage service requested by a group must be cleared through the 19th Hole. All outside food vendors must be licensed by the Arkansas State Health Department, possess liability insurance, and all required tax permits.

All alcoholic beverages must be purchased from the 19th Hole. All State and local laws, and facilities policies, will be strictly adhered to. Dispensing of alcoholic beverages must be done by 19th Hole personnel.

Exceptions to the food service policy may include community pot-luck dinners, community fundraisers, recurring events, established practices or other deviations as approved by the Board, General Manager, or 19th Hole. Due to Arkansas liquor law, there can be NO EXCEPTIONS for alcoholic beverages.

The use of helium balloons, confetti and glitter in the Banquet Room and/or 19th Hole is prohibited. The use of nails, thumbtacks, staples, tape, glue or other fasteners on the walls and doors is **strictly prohibited**. No flames/flammable liquids or candles are allowed. **You will be responsible for the removal of all decorations and trash at the end of your event, unless prior arrangements are made. (Exception: Should the Banquet Room be reserved for use the following morning, removal of all decorations and trash must be done at the end of your scheduled event.)**

VIOLATION AND MISUSE

Any person or group contracting for the use of the facility will be responsible for the conduct, safety and security of their guests. The Board assumes no responsibility or liability for actions by guests of the Club, including the loss of valuables, money or personal effects. They will not be held liable for any injury or accident sustained by guests during their event. The Board, General Manager, Manager on Duty, Diamondhead security, or their representatives have the safety and security of the facility and residents of Diamondhead at the forefront. All users must permit reasonable access and inspection of the premises by the staff. Any violation of the regulations or any false declaration will render the guests liable to be evicted from the facility. DPOA reserves the right to take any action it considers necessary against any guests found misusing the facility or disregarding the regulations. Such action may lead to the guest being evicted immediately from the premises without refund. Should an incident or conflict occur, any action deemed appropriate at the time will be respected, up to and including action by law enforcement.

DEPOSITS AND RESERVATIONS

Reservations must be made in advance for ALL events. A written request must be submitted to the POA Office before a reservation can be confirmed. If a rental fee or deposit is necessary, it must be paid at the time of making the reservation. Cancellation fees may be assessed on an individual basis. An additional \$100 cleaning deposit will be required for any event. If alcohol is served, a \$250 damage deposit is also required. These will be tendered separately from the rental fees, by credit card. If the facility is returned in clean, non-damaged condition, the deposits may be returned by written request. Any deposit left over 30 days following the completion of an event is considered abandoned and will be forfeited to the Club.

Non-Resident Rates:

- Banquet Room (Foyer Included): \$200.00 for six (6) hours Monday thru Thursday (\$25 per hour for hours after six (6). Duration of the rental (6 hours) includes your set-up and clean-up time. The balance is due fourteen (14) days prior to the event.
- Banquet Room (Foyer Included): \$400.00 for six (6) hours Friday thru Sunday (\$25 per hour for hours after six (6). Duration of the rental (6 hours) includes your set-up and clean-up time. The balance is due fourteen (14) days prior to the event.
- If alcohol is served, a \$250 damage deposit is required. The deposit will be refunded if no damage occurs.
- A \$150 cleaning deposit is required for the rental of the Banquet Room. If the room is left in good condition, the cleaning deposit will be refunded.
- Cancellation Policy: A \$100.00 deposit is required to confirm a Monday thru Thursday reservation. A \$200.00 deposit is required to confirm a Friday thru Sunday reservation. A refund will be issued if it is within 30 days of the event. After 30 days the deposit will be forfeited.
- Note: Our Banquet Room can seat up to 100 guests at 12 round tables. Rental of the hall includes the use of tables and chairs. Our residents will have access to all public areas during your event.
- Duration of the rental (6 hours) includes your set-up and clean-up time.
- Auxiliary Rooms (Library & Card Room): \$50 for three (3) hours – an additional \$10 for use after three (3) hours. The foyer area is included.
- Should you desire to utilize the Clubhouse sound system, a deposit of \$100.00 will be required. If the system is left in an un-damaged condition the deposit will be refunded.
- Linen rental is available. Linens are white and fit the round tables that seat ten (10). Linens are \$15 per linen.
- Security personnel charges may be required at the discretion of the DPOA management for all **private parties**. Private parties involving alcoholic beverages may incur security personnel charges of \$15 per hour.

I affirm that I have read, initialed and signed this document and was provided with a copy of the agreement.

Renter: _____

(Print Name)

(Address

(Telephone No.)