



Bridges at Beresford Event Center Rental Agreement 2018-2019

Event Date: _____

RENTER: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

This is a Rental Agreement between The Bridges at Beresford Golf Course and Event Center (Herein after known as Bridges at Beresford or Facility) and _____ (Herein after known as RENTER) for the use of the Event Center.

Terms and Conditions

Reservations

- For an event to be guaranteed, Bridges at Beresford must receive a deposit of at least fifty percent (50%) of the room rental fee at the time this Agreement is signed. The remainder of any rental fee is required one (1) day prior to the event.
- Weather in South Dakota can be unpredictable. The Bridges at Beresford cannot be held responsible for inclement weather on the day of the event and all charges will apply regardless of the weather.
- Reservations are a first come, first serve basis. Reservations may be made up to 15 months in advance. RENTER has five (5) days to pay deposit on room, if no deposit is received, date/room/facility will be reopened for another event.
- ½ day rentals will be in six (6) hour increments. Any event over six (6) hours will be charged a full day rental. This includes setup and cleanup time.
- Confirmation of number of guests will be needed 14 days prior to event to insure proper staffing.

Services Provided

- Staff - Bridges at Beresford Staff will be on duty during the entire event. The staff member will open the Facility and provide information and direction as needed. The staff member will not be available to serve or decorate. Bus staff will be provided if the Full-Service Contract is selected.
- Tables and Chairs - Such items are included in the Rental Agreement and will be setup by RENTER with the assistance of Bridges at Beresford. If RENTER provides a layout for the Bridges at Beresford, all attempts will be made to have setup done ahead of time. Doors and hallways may not be blocked at any time. If the Bridges at Beresford deems something to be unsafe, RENTER will be asked to have the unsafe item or setup removed. No dancing on tables or chairs. Tables and Chairs are not to be taken outside by the RENTER or any guests attending the Event.
- Linens and China - Bridges at Beresford has linens and china available for every event. Linens and china must be rented from The Bridges at Beresford. Outside linens may be used in conjunction with Bridges at Beresford's linens, but require prior approval. Plastic and Paper products may be brought in and used instead of cloth linens or china. Use of outside china or silverware requires prior approval from Bridges at Beresford.

- **Cleaning** – Bridges at Beresford will perform cleaning, such as mopping and vacuuming. **RENTER** must remove anything brought in by **RENTER**, guests, and hired vendors.
- **Parking** – Parking is available in the Bridges at Beresford parking lot. Additional parking is available in the Beresford High School Parking Lot. The Bridges at Beresford Golf Course is open to the public, and may have more than one event scheduled on the same day. Please do not block any driveways or park in the round about.

Pricing

Rental Rates

Rates Include Room, Tables, Chairs, Projector, and Microphone

	Hourly Rate M-Th	Hourly Rate Weekend	½ Day M-Th	All Day M-Th	½ Day Weekend	All Day Weekend
Conference Room (Up to 15 Guests)	\$25.00	\$35.00	\$75.00	\$125.00	\$100.00	\$150.00
Community Room A (Up to 96 Guests)	\$50.00	\$75.00	\$150.00	\$225.00	\$200.00	\$275.00
Community Room B (Up To 200 Guests)	\$75.00	\$100.00	\$200.00	\$300.00	\$275.00	\$375.00
Event Center (Rooms A & B) (Up To 376 Guests)			\$300.00	\$375.00	\$350.00	\$500.00

Additional Options

Reserve the room the day before event to decorate	\$125.00
Backdrop (White)	\$100.00
Kitchen Rent	\$100.00
Tablecloths	\$5.00/table
Cloth Napkins	\$1.00/place setting
Table Skirting	\$5.00/table
Dishes Rental	\$3.00/person
Bus Staff	\$1.00/person
Coffee Pot Rental (RENTER provides coffee, cups, and condiments)	\$10.00/Coffee Pot
Bridges Coffee Bar – Available in 60 Cup Increments	\$0.75/Cup
Grill Rental	\$50.00
16 Gallon Kegs	\$275.00 + 10% Gratuity
Champagne	\$15.00/bottle
Plastic Wine Glasses	\$0.50/glass
Cork Fee for Wine brought in – (750ml Bottles or equivalent)	\$7.00/bottle + 10% Gratuity
Salt and Pepper	\$0.75/table
Water Pitchers	\$1.00/table
Drink Tickets	\$3.50/Ticket + 10% Gratuity

Full-Service Contract

\$5.00/place setting

Includes China, water goblets, all tablecloths, cloth napkins, salt and pepper, water pitcher, skirting, bus and dish staff.

Payment and Cancellation

A fifty percent (50%) deposit of the room rental fee is due at the time the **RENTER** enters into this Agreement. This is required as an initial deposit. The remaining balance of total costs is due one (1) day prior to the start of the event. The Bridges at Beresford accepts payments in the form of credit card (Visa, MasterCard, American Express, or Discover) or check made payable to “The Bridges at Beresford”.

RENTER must provide a dated written request for cancellation. The following fee schedule will apply:

- Other Events: 90 Days Prior - 100% Refund
- Other Events: 60 Days Prior - 50% Refund
- Other Events: 30 Days Prior - 0% Refund

Once deposit is received, the room is held for your event and is not double booked. If a change of date is needed, please contact the Bridges for availability. There are no additional fee's or penalties if date changes to another available date at the Bridges.

In the circumstance in which an event is cancelled by The Bridges at Beresford due to RENTER's noncompliance with terms and conditions, a refund will NOT be issued.

Full-Service Contract

Upon request and prior approval, RENTER may elect The Bridges at Beresford Event Center Staff to facilitate the following at an additional cost:

- China and Water Goblets
- Bus Staff
- Dish Staff
- Salt and Pepper and Water Pitchers on all tables
- Catering (All Events except Weddings)
- Table Clothes and Cloth Napkins

Clean-Up Responsibilities

All deep cleaning is the responsibility of the Bridges at Beresford for an event. This includes vacuuming, trash, and when needed, carpet cleaning. RENTER is responsible for the clearing of any decorations and items brought into the Event Center. Any excessive garbage may be taken to the trash dumpsters by RENTER. If Full Service Contract is selected, then The Bridges at Beresford staff will bus tables otherwise it is up to RENTER to clear tables during the Event. If no event is booked following day of event, RENTER may come in following morning at have items removed by noon (12:00 p.m.) the day after event. Any time needed after 12:00pm will be charged a rental rate. Food items may be stored in walk-in cooler pending they fit on a serving cart.

Damage(s)

If Bridges at Beresford property has been damaged or abused beyond normal wear, RENTER will be billed for all damage(s) and additional clean-up. This includes but is not limited to RENTER's caterer, DJ, and any other service brought in by RENTER. Any damage will be billed to the RENTER at the cost of materials and labor plus 10% to correct the damages.

Hours of Operation

Events may not last past 2:00 a.m. This 2:00 a.m. deadline includes cleanup time. The RENTER will be charged \$150.00 per hour if the event and/or cleanup time exceeds 2:00 a.m. (Including band or DJ tear down time) or if it exceeds a delegated deadline previously approved by staff. RENTER is responsible for making sure guests leave the building at an appropriate time in order for RENTER to finish clean up before the time deadline. The Bridges at Beresford will stop all DJ's no later than 1:00 a.m. to provide adequate time for RENTER to vacate the premises. Arrangements must be made by the RENTER to have all decorations picked up and removed from the Bridges at Beresford the night of the event UNLESS no event is booked the following day. In the case of no event the following day, RENTER must have all items out of Bridges at Beresford by noon (12:00 p.m.). Bridges at Beresford is not responsible for any damage or theft of any items left by RENTER or any guest attending the RENTER's Event.

Decorations

Decorations may not be fastened to the walls with thumb tacks, nails, staples, tape, or pushpins. RENTER may tape to windows or frame work but must be removed at the conclusion of the event. Candles must be completely enclosed in a glass or non-flammable holder. Stage may be brought in for use by band or DJ; no stage may be brought in for use for any other reasons. The use of glitter, confetti, straw, rice, birdseed, or hay is prohibited in the Event Center and/or on the grounds. When in doubt about decorations deemed acceptable, RENTER must consult with The Bridges at Beresford staff. Failure to do this may result in damages and/or excessive wear and tear. The cost to clean and repair anything deemed excessive will be charged a fee of \$150.00/hour.

Kitchen

Fee of \$100 for use of on-site kitchen. Use of the on-site kitchen is limited to preparation and light cooking as there are limited resources in the kitchen or on the premises for cooking. Food may be assembled, warmed or kept warm using the ovens. Perishables and beverages may be chilled in the refrigerator. Ovens and refrigerators must be cleaned out after use. Freezer space is very limited and is recommended that any item needed to be kept frozen be stored off site. All serving utensils, platters, containers, etc. must be brought in. The Bridges at Beresford will not provide any cooking or serving equipment. Please note, if china rented from The Bridges at Beresford is being used, Bridges at Beresford staff will need full use of the kitchen 30 minutes prior to starting of the meal, until completion of dishes.

Kitchen will be used (Please list days needed) Kitchen will NOT be used

Food

All food must be prepared by, brought onto the premises, and served by RENTER or a caterer that is designated by the RENTER. All caterers must be approved by The Bridges at Beresford prior to event. RENTER or their caterer shall coordinate with The Bridges at Beresford staff two (2) days in advance to confirm catering staff arrival time. A minimum of one (1) catering staff person or RENTER is required to be on duty at all times during the catered Event. This includes the time that the food is to be cooked. The Bridges at Beresford will not provide any serving materials.

- Client or caterer will facilitate catering event
- Event will be catered by The Bridges at Beresford
- Event will not be catered

Policies

- Live animals are not allowed on the premises. Only exception are service animals.
- No items may be released into the sky that contain fire.
- RENTER and guests are restricted to rental area and lounge. Practice green and surrounding area is reserved for golfers. Anyone on this area will be asked to stay off.
- The Bridges at Beresford will not be responsible for items left behind, before, during or after an event.
- The Bridges at Beresford staff may enter the rented area, at any time, on any occasion.
- The Bridges at Beresford reserves the right to take photographs of rental Events for its own publications and records.
- RENTER must ensure that the number of persons does not exceed fire code maximum occupancy of 376. All doors and fire exits must remain open and unblocked at all times.

- The Bridges at Beresford has limited storage available for use during the rented time. Storage will not be available before or after these times, unless prior arrangements have been made.
- The Bridges at Beresford is a public facility, with simultaneous users. RENTER should assume there is a group before and after them, and concurrent events. RENTER is required to ensure that attendees minimize noise, remain in the room rented, and are courteous to other renters. The RENTER is responsible for the attendees of their event.
- No excessive noise or raucous activity is permitted.
- No Red or Purple punch or similar dark staining juices.
- Children must be supervised at all times.

Tobacco and Alcoholic Beverages

Tobacco is prohibited inside The Bridges at Beresford Event Center. This includes the use of cigars, cigarettes, electronic cigarettes, chewing tobacco and vapes. The Bridges at Beresford will provide adequate smoking containers for use outdoors as needed.

The Bridges at Beresford abides by all laws of the State of South Dakota and the City of Beresford concerning the use and serving of alcohol. Each RENTER wishing to have alcohol at their event must abide by the same laws that The Bridges at Beresford abides by.

- Identification as evidence of age must be issued by a government agency (State or Federal). Documents altered in any way, are damaged and/or cut, are unacceptable. If no ID is present, no alcoholic beverage will be served, no exceptions.
- It is illegal to serve alcoholic beverages to an obviously intoxicated person.
- The Bridges at Beresford have the right to refuse service to anyone, for any reason.
- Anyone under the age of 21 caught drinking, or anyone caught buying for anyone under the age of 21, will be asked to leave the premise and/or may result in Law Enforcement notified.
- All alcohol consumed at The Bridges at Beresford must be purchased through The Bridges at Beresford. Absolutely no outside alcohol may be brought onto the premises. Any violators will be asked to leave the premises. Because Bridges at Beresford holds an alcohol license, unauthorized alcohol could result in termination of alcohol sales at the event and notification to the Beresford Police Department.

Some circumstances exist in which wine may be brought into the Event Center that is not purchased through the Bridges. This arrangement must be approved through management prior to bringing in the wine. A cork fee of \$5.00/bottle of wine will apply. RENTER will be required to bring in or purchase wine glasses through the Bridges for wine brought in. Only wine purchased through the Bridges will receive complementary wine glasses.

A 15% Gratuity will be added onto any open bars.

RENTER acknowledges and understands the smoking and alcohol policies and strict enforcement therein.

Indemnification

User agrees to defend, indemnify, and hold harmless The Bridges at Beresford and its employees from and against any and all claims, demands, causes of action, or liabilities incurred by The Bridges at Beresford or its employees, arising from RENTER's acts or omissions under this agreement or any act or omission of RENTER's vendors, employees, contractors, or persons attending the meeting or even with the express or implied permission or invitation of the RENTER, except as may arise from negligence or willful misconduct of The Bridges at Beresford or its employees.

The Bridges at Beresford will not be held responsible for any losses, damages, or injuries. This refers to any loss, damage, or injury to persons or possessions that may occur at any function held on this property, from any cause, whatsoever, prior to, during, or subsequent to the period covered by this contract. RENTER will be responsible for the

control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property.

RENTER agrees to abide by this Agreement and acknowledges having received a copy thereof. RENTER will be held financially responsible for any damage to the Facility or equipment, which occurs through the RENTER's meeting or event at the Facility.

By signing below, RENTER acknowledges that he/she has read and agrees to all the above terms and conditions

RENTER

The Bridges at Beresford

Signature

Signature

Tony Laurvick or Mike Conklin

Print Name

Company (If Applicable)

Date

Deposit received: _____

Cash

Credit Card

Check Number: _____