

EL DORADO PRAIRIE TRAILS GOLF COURSE AND CLUB HOUSE  
1100 Country Club Lane 316.3214114 or 316.3219100

**Rental Agreement Form**

**Lessee Information**

Event Date(s):	Purpose:
Responsible Party:	Organization:
Contact Phone:	Address:
Email:	

**Event Information**

Area Requested:	Event Length:
Estimated Attendance:	Will Admission be Charged?      Y      N
Will Food be Served?      Y      N	Will Alcohol be Served?      Y      N
*Prairie Trails has an Exclusive Caterer that must be used for all events serving food. Bernard's Catering Susie Bernard (620) 899-9683 <a href="mailto:Susie.bernard@ymail.com">Susie.bernard@ymail.com</a>	

**Rental Policies and Procedures**

**Reservation and Payment:**

- Reservations will be made on a first come first serve basis. Reservations will only be confirmed when the written application and a \$25 deposit have been returned.
- **A major credit card and a valid driver's license is required at the time of reservation for the facility Clean-up and Damage Deposit.**
- The rental fee must be paid in full two weeks prior to the event. If the payment is not received within the time limit, the reservation will be subject to cancellation.
- Payments can be made using cash, credit or check. Checks must be written to the City of El Dorado and paid at Prairie Trails.
- Cancellations can be made one week prior to the event, in writing. Cancellations will result in forfeiture of the rental deposit.
- Rental fees will be assessed based on the following:

<b>Area of Rental Per Day</b>	<b>Non-Profit</b>	<b>Profit</b>
Full Upstairs Facility (150 capacity)	\$150.00	\$250.00
Small Meeting Room (40 capacity)	\$25.00	\$50.00
Lifeguard (Pool after hours) <b>OR</b> sign waiver	\$15.00 per hour	\$15.00 per hour

**\*Non-profit organization must provide proof of their status and will only be eligible for the non-profit fee when hosting a non-moneymaking event.**

**Decorations:** \_\_\_\_\_ (Initial)

- **NO** nails, tacks or staples are allowed on the Prairie Trails walls.
- **NO** Glitter, confetti, hay and straw are allowed to be used for decorating within the facility except by special arrangement.
- **RENTER** is responsible for bringing all decorating materials including ladder, scissors, tape, etc.
- **All** candles must be placed on non-combustible surfaces. All materials provided by the rental agreement must be kept free of wax or residue.
- **All** items brought into the building by lessee need to be removed by the end of the rental period. Lessees are asked to remove food, materials, equipment, furnishings and decorations or garbage left after use of the facility.
- **Failure to comply with any of the aforementioned decoration rules will result in additional charges on the credit card given for the Clean-up and Damage Deposit.**

**Set-up and Clean-up:** \_\_\_\_\_ (Initial)

- Prairie Trails will be responsible for set-up and tear down of all tables and chairs. Set-up will be completed in accordance with the Lessee's requests.
- **The lessee is responsible to clean floors, and tables. Including sweeping, disposing of all trash, and wiping down surfaces. The lessee is responsible to leave the facility in the same condition it was found.**

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- Renter is responsible for removal of all trash.
- Renter is responsible for cleanup of excessive spills or accidents. Failure to do so will result in additional charges on the credit card given for the Clean-up and Damage Deposit.

**Damages:** \_\_\_\_\_ (Initial)

- Lessee agrees to return the premises of the El Dorado Prairie Trails Golf Course and Club House in the same condition as rented from the City of El Dorado. The City will inspect the premises to its satisfaction after the lessee's use. Any damage or excessive cleanup needs, noted by the inspector, to the Prairie Trails Club House building and/or grounds will result in additional charges.. The lessee shall pay the balance of the costs within ten days of the receipt of a statement for repairs or replacement. It is the responsibility of the lessee to ensure that the caterer provides proper cleanup. **In the event of no detected damage or excessive cleanup, the designated credit card left on file for the Clean-up and Damage Deposit will be destroyed.**

**Alcohol Policy:** \_\_\_\_\_ (Initial)

- Renters may not bring in any alcoholic beverages without obtaining a permit through the State of Kansas and also permission from The City of El Dorado Management.
- Renters must be in accordance with the State of Kansas alcohol beverage laws.
- If a bartender is hired for the event and is providing alcohol, they must have their license obtained in the State of Kansas and on site during serving hours.
- If requested, the bar at Prairie Trails will remain open serving guests 21 and older alcohol products offered by Prairie Trails as well as any other product carried by the establishment at regular establishment cost.

**Non-Refundable Deposit Information:** \_\_\_\_\_ (Initial)

- A \$25 deposit is required, and must be paid by cash, check or credit card to reserve the facility. The deposit will be deducted from the total rental fee. In the event of cancelation, the fee will not be refunded to the lessee unless deemed appropriate by Prairie Trails management.
- If any Prairie Trails property is missing upon completion of event, additional charges will apply. If significant property is missing further civil action can take place.

**General Building Policies:** \_\_\_\_\_ (Initial)

- Use of illegal drugs, smoking, and/or gambling is not permitted in the El Dorado Prairie Trails Golf Course and Club House.
- Only those rooms specified on the agreement will be available for use by the lessee.
- All minors on the premises must have adequate adult supervision.
- The City of El Dorado cannot be responsible for accident, injury or loss/damage of personal property.
- Rules and regulations are subject to change at the City's discretion.
- The Fire Department has the right to walk-through the building at any point during the event to check the occupancy and ensure compliance with the fire code.
- The lessee signing this agreement agrees to be the responsible party.
- All activities shall end at 2:00am on the date following the final day of the lease agreement unless special permission has been granted and approved by Prairie Trails management. **All guests, decorations, and items not provided by the Prairie Trails must be out of the building by the designated time or the lessee will be subject to an additional charge.**

**Hold Harmless Agreement:** \_\_\_\_\_ (Initial)

- The lessee as well as their representative organization or group, agrees to defend, indemnify and hold harmless the City of El Dorado, its officers, employees and agents from any and all claims for injury to person (including death) or property arising out of, or in any way connected to its/our use of the rented Prairie Trails space except to the extent any such claims may arise from any act or omission of the City of El Dorado.

**I have read the procedures for use of the El Dorado Prairie Trails Golf Course and Club House and agree to abide by the regulations set forth by the City of El Dorado. I assume responsibility for any damages that might occur during my use of the facility.**

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Signature of Responsible Party

Date

Name of Responsible Party

## Lessee Reminders

### General Policies

- No Parking in Fire Lanes
- Use of illegal drugs, smoking, and/or gambling is not permitted at the El Dorado Prairie Trails Golf Course and Club House
- Only those rooms specified on the agreement will be available for use
- All minors on the premises must have adequate adult supervision
- **All activities shall end at 2:00am on the date following the final day of the lease agreement unless special permission has been granted and approved by the Prairie Trails Management. All guests, decorations, and items not provided by the Prairie Trails must be out of the building by the designated time or the lessee will be subject to an additional charge.**

### Decorations

- **NO** nails, tacks or staples are allowed on the Prairie Trails walls.
- **NO** Glitter, confetti, hay and straw are allowed to be used for decorating within the facility.
- **RENTER** is responsible for bringing all decorating materials including ladder, scissors, tape, etc.
- **All** candles must be placed on non-combustible surfaces. All materials provided by the rental agreement must be kept free of wax or residue.
- **All** items brought into the building by lessee need to be removed by the end of the rental period. Lessees are asked to remove food, materials, equipment, furnishings and decorations or garbage left after use of the facility.
- **Failure to comply with any of the aforementioned decoration rules will result in an additional charge to the credit card on file.**

### Post Event Checklist

- Ensure all floors and tables are clean including sweeping, disposing of all trash, and wiping down surfaces**
- Excessive spills and accidents have been cleaned**