

Leesville Mini Golf

Private Party Rental Agreement



Responsible Party's Name: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

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

Email: _____

Date of Rental _____ Time: 9am-1pm
 2pm-6pm

Age of Guests: _____ Expected number of Guests: _____

Leesville Mini Golf Private Party Rental Policies:

This agreement allows exclusive use of the mini course for a maximum of 50 guests, although only 35 players are allowed. All guests must check in at the front office on arrival.

Fees:

- The total cost for a PRIVATE PARTY is \$400.00.
- A minimum deposit of \$200 is required when making the reservation. This deposit will be used toward the final rental fee.
- For credits, refunds, or changes to rental period, notification must be received by the scheduling manager no later than 5 days prior to scheduled rental, otherwise the deposit will be forfeited.
- Rental fees must be paid in full before anyone will be allowed to play.

Behavior:

- In addition to the policies listed in this document, all participating guests are required to obey and respect the established and posted rules of the Leesville Mini Golf Course. Any person is subject to removal for violation of any of the facility rules.
- Food, non-alcoholic beverages and tables may be brought in for your party. Food and drinks are allowed in designated areas only. No glass containers are allowed.
- ALCOHOL IS STRICTLY PROHIBITED!
- NO SMOKING, VAPING OR TOBACCO USE OF ANY KIND ALLOWED.
- NO PETS
- Barbecue grills are not allowed.
- All paper and waste shall be deposited in trash receptacles in order to keep facility neat and clean.
- Responsibility for damage to or maintenance of facilities resulting from usage beyond normal wear will be assumed by the individual, group, or organization reserving the mini golf course.
- It is the responsible party's obligation to assure that all guests leave the area promptly at the end of the rental to allow for proper maintenance and closure of the course.

Refunds:

- In the event of inclement weather, management will contact the responsible party prior to the time of rental and either reschedule the event or, if preferred, submit a request for a refund.
- In the event of unforeseen inclement weather which begins after the party has started, employees will follow appropriate safety protocol. There will be NO REFUNDS if a party has passed the first 30 minutes of the scheduled event.

Additional:

- Renter MAY NOT use the course to generate income; i.e., charging guests an admission fee.
- Renter MAY NOT advertise the rental or party event as being sponsored by the City of Leesville.

I have read, and will take with me, a copy of the Leesville Mini Golf Private Party Rental Policies and agree to abide by all rules and regulations.

Signature: _____ Date: _____

Printed Name: _____

Total Cost: \$400.00

Deposit (Minimum \$200.00): _____ Date Paid: _____

Amount Due: _____ Date Paid: _____

Approved by (Mini Golf Course Manager /Designee): _____

Special Instructions / Conditions of Use: _____

