



Club de golf KAPUSKASING Golf Club

60 Government Rd, P.O. Box 164, Kapuskasing, Ontario, P5N 2Y3
tel 705.335.3411 fax 705.335.5033 www.kapgolfclub.ca

Rental & Event Policy

Rentals, Reservations & Deposits

- The Kapuskasing Golf Club (KGC) reserves the right to request payment in full prior to the event.
- All rentals and reservations must be made through the Club Manager and confirmed by a signed contract and 50% deposit.
- Events taking place between May 15 – September 30 require a 100% non-refundable deposit. The deposit will be returned if the KGC can book another event on the same date.
- The KGC will provide meal service for rentals with at least 30 guests.
- Damage and cleaning deposits may be requested and will be required at the time of the application.
- Access to guests is limited to the lounge, deck and the bathrooms; and if indicated in the contract, to the kitchen.
- The person in charge of the event must ensure that their guests respect the conditions stipulated in the contract.
- The rental fee for the lounge will be waived for outside golf tournaments with at least 20 participants. The KGC reserves the right to charge a fee in extra ordinary circumstances.
- Damage deposits are 100% refundable provided all the following conditions are met;
 - No damage has occurred to the lounge, outdoor deck, golf course playing area, washrooms, kitchen or any other area, including content.
 - The lounge, outdoor deck, golf course playing area, washrooms, kitchen or any other area are left in a clean and orderly manner.
 - All equipment is accounted for and undamaged.
- The lounge must be vacated by 2am.

Facility

- The KGC reserves the right to request a cleaning deposit at the time of the application.
- It is the responsibility of the renting party to return a clean and orderly facility upon completion of the event.
- No decorations can be taped, glued or nailed to the walls. Only Poster Tack (or similar) is permissible or tape supplied by the KGC.
- All decorations and equipment must be removed after the event.
- Use of confetti inside the lounge and outdoor areas is prohibited.
- No exposed candles may be used.
- Dishes and cutlery must be washed.
- Kitchen must be cleaned and returned to its original state at the end of the event.
- Garbage, food and trash must be taken outside and placed in the garbage bin.

Site Visit, Setup & Take Down

- Schedule a time to meet with the Club Manager to receive an orientation of the facility.
- Setup must be done by the renting party within the specified times determined by the KGC.
- Takedown and clean up the following day are at the discretion of the Club Manager (additional fees may apply).



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Liquor License & Food

- The KGC is a licensed facility under the Alcohol and Gaming Commission of Ontario (AGCO).
- No outside alcohol is permitted.
- All alcohol and food must be purchased from the KGC.

Rental Rates & Deposits

	Member	Non-Member
Weddings, Anniversaries, Retirement Parties	\$350 <input type="checkbox"/>	\$400 <input type="checkbox"/>
Meeting, Workshop, Shower or similar (Full Day)	\$250 <input type="checkbox"/>	\$300 <input type="checkbox"/>
Meeting, Workshop, Shower or similar (Half Day)	\$150 <input type="checkbox"/>	\$200 <input type="checkbox"/>
Celebration of Life	\$100 <input type="checkbox"/>	\$250 <input type="checkbox"/>
Kitchen	\$150 <input type="checkbox"/>	
Bartender	\$100 <input type="checkbox"/>	
Clean Up Fee	\$150 <input type="checkbox"/>	
Damage Deposit	\$250 <input type="checkbox"/>	

Meals

	30-60 Guests	60+ guests
Menu Option #1	\$27 <input type="checkbox"/>	\$25 <input type="checkbox"/>
Menu Option #2	\$24 <input type="checkbox"/>	\$22 <input type="checkbox"/>
Menu Option #3	\$22 <input type="checkbox"/>	\$20 <input type="checkbox"/>

Prices are subject to HST and Gratuities (15%)