



# 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.kapgolffclub.ca

## Rental & Event Policy

### Rentals & Reservations

- The Kapuskasing Golf Club (KGC) reserves the right to request payment in full prior to any event or reservation.
- 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 25 guests. The price of meal service for 25 guests will be charged for groups under 25 guests who still want or require meal service.
- The person in charge of the event (the renter) must ensure that their guests respect the conditions stipulated in the contract.
- Access to guests is limited to the lounge, deck/patio and the bathrooms; and if indicated in the contract, to the kitchen.
- 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.
- Last call for alcohol is 12:30am. The lounge must be vacated by 1am.

### Damage/Cleaning Deposit

- A \$500 damage/cleaning fee deposit will be required to reserve the date of the event.
  - The damage/cleaning deposit covers the following, but not limited to:
    - Stains on floors & carpet cleaning
    - Damages to walls (i.e. holes, pin holes, tape removal, etc.)
    - Broken chairs, tables, windows, toilets, urinals, etc.
    - Unruly guests who need to be removed by law enforcement
    - Any other damages and/or cleaning requirements deemed extraordinary by the KGC
- The Damage/Cleaning deposit is 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, deck/patio, 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 KGC reserves the right to keep the damage/cleaning deposit for up to 30 days after the event.
- The actual cost of repairs will be charged to the renter for damages that exceed \$500 in cost to the KGC.

### Facility

- The KGC reserves the right to request a cleaning deposit at the time of the reservation.
- The renting party has access to the sound system, mics, projector, and flatscreen televisions.
- 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, including hanging tape (i.e. 3M hooks). **No exceptions.** Only Poster Tack is permissible or tape supplied by the KGC.
- All decorations and equipment must be removed after the event.



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- Use of confetti inside the lounge and outdoor areas is prohibited.
- No exposed candles may be used.
- Outside garbage (i.e. gifts, boxes, etc.) must be taken outside and placed in the garbage bin.

## Use of Kitchen

- Kitchen must be cleaned and returned to its original state at the end of the event.
- Dishes and cutlery, pots and pans, etc. must be washed.

## Site Visit, Setup & Take Down

- Schedule a time to meet with the Club Manager to receive an orientation of the facility.
- Setup is permitted at 12pm on the day prior to the event. A \$250 early access fee will be applied to the invoice for groups wanting access to the clubhouse prior to 12pm.
- The majority of the takedown and cleanup must take place prior to 1am. Final takedown and clean up the following day must be completed by 12pm.
- Additional fees may apply at the discretion of the Club Manager for following day clean up or following day clean up may be refused (i.e. event that wants to rent the KGC regardless if an event taking place the following day).

## Liquor License & Food

- The KGC is a licensed facility under the Alcohol and Gaming Commission of Ontario (AGCO).
- Events that put in jeopardy the KGC liquor licence will see their damage/cleaning deposit revoked. (i.e. outside alcohol, unruly and/or highly intoxicated guests, etc.)
- No outside alcohol is permitted, including homemade wine and beer.
- All alcohol and food must be purchased from the KGC.

## Rental Rates, Fees & Deposits

Event Type	Members		Non-Members	
	With Supper	Without Supper	With Supper	Without Supper
Weddings	\$1,750	\$1,900	\$1,850	\$2,000
Parties/Other	\$400	\$500	\$500	\$600
Celebrations of Life	\$350	\$350	\$450	\$450
Cleanup Fee	\$300			
Damage/Deposit Fee	\$500			
Kitchen Fee	\$400			
Bartender Fee*	\$200			
Rental Fees				
Wine Glasses	\$0.75/ea			
Water Goblets	\$0.75/ea			
Small Plates	\$0.75/ea			
Large Plates	\$1.00/ea			
Utensils	\$0.75/ea			
All of the Above	\$3.50/ea			

\*At the discretion of the Club Manager. Normally charged for smaller events