



Pavilion Rental Agreement

Option 1: Rental of pavilion space only.

\$60.00 for first four hours and \$15.00 for each additional hour
Rental party will be responsible for clean-up following event

Option 2: Rental of pavilion space when food is provided by Cherry Oaks.

\$20.00 for first four hours and \$15 for each additional hour
All food and beverages will be provided by Cherry Oaks.
Minimum of 25 people required.

Event Name: _____ Number of People: _____

Event Coordinator: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____ Fax Number: _____

Mailing Address: _____

Email Address: _____ Event Date Requested: _____

Event Start Time Requested: _____ Estimated End Time: _____

Will the drinks be provided by the event or will there be a cash bar? Yes No

Will there be a golf event scheduled in conjunction with this event? Yes No

Please Check Services Desired:

- Registration Table
- Food provided by Cherry Oaks
- Food provided by an outside agency (Subject to \$1.00 per person surcharge)
- DJ Service (additional fee required)
- Video Equipment (additional fee required)
- Photography (additional fee required)
- Personalized or Event Logo Items (additional fee required)
- Printing of Event Sponsorship Signs or Banners (additional fee required)

Other, Please Specify: _____

Please Use the space below for notes and/or instructions regarding your event.

Beverages

All beverages (alcoholic and non-alcoholic) must be purchased from Cherry Oaks. State law prohibits alcoholic beverages on the premises that were not purchased through Cherry Oaks.

Food

Cherry Oaks offers many different food menu choices and we would be happy to customize a menu for you. Attached are some choices. In the event you choose to use a catering service or bring in pre prepared food, there will be a \$1.00 per person surcharge. In this instance, Cherry Oaks will not be responsible for napkins, utensils, plates or the like.

Liability

The event coordinator shall be responsible for any and all damages to any equipment, building or golf course property.

Inclement Weather and Uncontrollable Events

In the event of inclement weather and/or other uncontrollable events, Cherry Oaks reserves the right to deal with each event as an independent event. Cherry Oaks reserves the right to make "on the spot" judgment calls in dealing with the given situation. The Golf Professional and/or his staff will make every effort to reschedule or rectify the situation in an equitable manner.

Final Arrangements

Once the event date and times are secured, the event coordinator or representative should make periodic contact with the Golf Professional to finalize all details of the event.

Signature: _____ Date: _____

Jim Richmond – Golf Professional/Manager
Cherry Oaks Golf Course
1119 N. Main
Cheney KS 67025
(316) 540.0133 Phone
(316) 542.0057 Fax
Email: pjordan@cheneyks.org