Club Agreement and Event Contract

Event Contact or Event Name:				Date:
Address:				
Phone:	Email:			
Event Date	Type of Event			Total # Attending
Space Rented	Set Up Time	Start Time	End Time	Member? Y N Clubhouse Member? Y N

This CLUB AGREEMENT and EVENT CONTRACT is entered into on

_____, 2026 between Monongahela Valley Country Club (MVCC) and

_____.

(Aka: Event Patron, Client, Signatory and/or Signer)

SIGNATORY/ SIGNER: The persons listed on this agreement will be the only contact persons for all details necessary and relating to the event. MVCC assumes no responsibility for direction given to any staff members, in planning the event, other than the Event Coordinator. Additionally, MVCC will neither take action nor honor requests from any individuals not designated within this agreement.

EVENT SPACE: Our event spaces are available for meetings, weddings, showers, seminars, luncheons, dinners, and private parties. Your booking reservation affords you access to the specific areas requested and listed in this agreement. All bookings are limited to a four hour time span. If the booking is extended past the four hour time span, there is an additional charge of $100 for each additional hour needed.

DEPOSITS: A non-refundable deposit is required when making an event reservation and upon completion of this contract. Your deposit is paid directly to Monongahela Valley Country Club. Under no circumstances will this agreement be completed and executed, nor will the event date be reserved, without submittal of the non-refundable deposit.

EVENT FEES: An Event Fee is based on the size and type of your event being booked and will serve as your official reservation deposit. Your Event Fee includes the rental of the rooms listed on this agreement, Event Coordinator assistance, self-service beverage station, tables, chairs, standard linens, serving ware, tableware, room cleaning, set-up and take down. Event Fees are waived for Club members in good standing booking an event for immediate family. (Clubhouse members are still required to pay the appropriate Event Fee) The Monday Pool rental is for Golf or Social members only and is a flat fee. All members are expected to make a flat reservation deposit of $100 for any bookings that will be credited towards your event. If the member event is cancelled in less than 45 days the deposit it not refundable.

EVENT DEPOSITS: Your deposit is payable directly to Monongahela Valley Country Club. There is no tax or service charge added to the Event Fee. Once the minimum deposit is paid and the contact signed, the applicable Event Fee serves as your non-refundable deposit.

_____ Wedding: $250 (Up to 49 Guests)
_____ Wedding: $500 (50+ Guests)
_____ Outdoor Wedding Ceremony: $250 (Up to 49 Guests)
_____ Outdoor Wedding Ceremony: $500 (50+ Guests)
_____ Outdoor Patio: $125 (Up to 25 Guests)
_____ General Event: $125 (Up to 25 Guests)
_____ General Event: $250 (Up to 50 Guests)
_____ General Event: $375 (Up to 75 Guests)
_____ General Event: $500 (Up to 100 Guests)
_____ Members Only - Monday Pool Rental: $150 Flat Fee (Includes Attendant)
_____ Members Only – General Event Reservation Deposit: $100 Flat Fee

Deposit amount due: $ _____ Date Paid:_____

CANCELLATION: Deposits are non-refundable. We will make every effort to work with you to reschedule your event to another date. Your deposit can also be transferred to a new type of event reservation.

EVENT DETAILS: Guests are to utilize only the specific rooms rented in this agreement. **Non-members are not permitted in the members bar area, or on any part of the golf course or golf greens.** The Event Patron/Client (signatory or signer) will be held responsible for any damage to the grounds and/or the putting green areas. Access to the Club will be granted a minimum of one hour before your scheduled event. Our Event Coordinator will let you know if earlier access can be granted based on your decorating needs.

ESTIMATES: An estimate of total guests is to be given at the time the reservation is booked, and your deposit is given. The FINAL number in attendance and final item selections must be given a minimum of 7 days prior to your event. If more guests are served than your estimate, you will be responsible for the per person difference to MVCC and J&D Ford and Spoon. In cases where your actual attendance is lower, you are still responsible for the amount originally estimated and guaranteed.

PRICING: Based on market fluctuations in food costs, pricing is subject to change. In this rare occurrence, our in-house caterer will make recommendations to offer substitutions with reasonable notice.

TAXES AND SERVICE CHARGES: All non-alcoholic beverage and food is subject to a 6% state sales tax. A 22% Service Charge is automatically added to your food and beverage totals. Members will be charged a 20% Service Charge.

IN-HOUSE CATERER: All food related costs are billed by and payable directly to J&D Fork and Spoon.

FOOD AND BEVERAGE: No food or beverage of any kind may be brought into our facility, with the exception of specialty cakes and cookies.

ALCOHOLIC BEVERAGE SERVICE: All alcohol related costs are billed by and payable directly to MVCC. All alcohol sales are subject to a 22% service charge for non-members and 20% for members. If you do not opt to have bar services, guests at the event are not permitted to enter the main bar. This bar is for members only. **Bar services must be decided at least seven days in advance**. Due to state liquor law regulations, no alcohol of any kind is permitted to be taken from the premises or brought onto the premises. No one under the age of 21 will be served. Our staff will ask for proper identification when age verification is needed. Our management has the right not to serve or discontinue alcohol service to any patron. Bartender fees start at $100 and will be finalized based on your selections for alcoholic beverage service.

DAMAGES: Clients are responsible for any damage done to the premises during the period of time the facility is under the Client's control or under the control of anyone working on behalf of or representing the Client. The client shall reimburse the Club for any charges resulting to repairs or replacements of damaged items during their event.

TAX EXEMPT STATUS: Clients possessing a tax exempt status, such papers proving such status must be presented to the MVCC Event Coordinator within 7 days of the time that the initial reservation is made and paperwork completed.

DECORATING: Personalized decorating of the facilities is the sole responsibility of the Client. MVCC will make our facility available to be decorated as early as reasonably possible, without causing interference with other scheduled events. You are guaranteed access a minimum of one hour before your event. Command Strips, glue, nails, confetti, glitter or table sprinkles are not permitted to be used in decoration of the facility or on our tables. The Club may have certain items available for your use such as centerpiece items, greenery, chargers, easels, wedding arches, backdrops, chair covers, etc. A rental fee may be added depending on the items requested.

INSURANCE: The Club is not responsible for personal injury to guests due to their own carelessness. The Club is also not responsible for loss of personal property or damage to their property or automobiles. Customer assumes all liability and agrees to maintain sufficient liability insurance coverage.

I (We) have reviewed the Club Agreement and Contract and unless indicated, I am in agreement. I understand that I must provide the required deposit with the signed contract.

Submitted By: _____ Date: _____

Accepted By: _____ Date: _____