

Jewell Golf Event Room Rental Agreement Form

By renting the Jewell Golf Course Banquet Room, you agree to the following:

1. You are renting the banquet room only. The clubhouse will continue to operate as normal during your event, and you can shut the doors to separate the clubhouse/bar from the banquet room. You will NOT have access to the kitchen or refrigeration.
2. Jewell Golf Course has tables (17 – 5' round and 8 – 8' rectangle) that can be used.
3. The Jewell Golf Course does not supply linen or table settings. You are responsible for the supplies you need.
4. You are allowed to decorate the banquet room, but you are expected to return it to its previous state once your event is completed.
5. You are expected to remove your garbage and take it to the dumpster. Jewell Golf Course will supply garbage liners.
6. You can cater food from an outside source or bring your own food.
7. You are allowed to bring non-alcoholic beverages into the banquet room.
8. Any alcoholic beverages consumed during your event must be purchased from the Jewell Golf Course. Please work with the clubhouse manager on any bar requests and the management of the bar tab for your event.
9. You can bring your own wine, but a corkage fee of \$10 a bottle up to 3 bottles and \$5.00 for each bottle over 3 that is opened will be assessed.
10. Employees are required to serve all alcoholic beverages, including wine.

Contact Information

Name: _____

Email Address: _____ Phone#: _____

Address: _____

Event Information

Date of Event: _____ Type of Event: _____

Expected Number of Guests: _____ Caterer: _____

Time arriving for set up: _____ Alcohol part of this event: YES NO

Attendees paying for their own alcoholic beverages: YES NO

Bringing in wine: (Please circle) NO YES ___ #of Bottles.

(A 20 % gratuity will be added to the open bar amount)

ROOM FEES

COURSE MEMBERS

■ \$ 150 ALL DAY Rental Fee

■ \$75 HALF DAY Rental Fee

__ 9 am - 3 pm __ 4 - 10 pm

■ \$600 Wedding (All Day)

■ \$250 Corporate Event Rental Fee (All Day)

■ \$100 MUSIC FEE per event - If live music, karaoke, a DJ, or streaming music is used, a fee of \$100.00 will be charged in addition to the rental fee.

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By signing this form, you agree to the banquet room rental rules at the Jewell Golf Course. You also agree to pay the room balance, assessed fees, and damages.

Name Printed: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To secure your rental date, a 25% room rental deposit is required at the time of the booking.**  
This payment will be applied to the final bill during the event.

Please return this form and the deposit to the **Jewell Golf Course, 1225 Main Street, Jewell, IA 50130**. When in season, please call or text the golf course at 515-827-5231 or after the season at 515-297-1470 (Kelly Wirtz).

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Room Rental Fee: _____

Deposit Paid: _____

BALANCE DUE: _____

(Payment is expected at the time of arrival)

Special Bar Requests:

Open Bar Limit: _____

Open Bar 20% gratuity _____

Wine Corking Fee: _____

TOTAL Bar Charges: _____

(Payment is expected at the time of arrival)