



2600 Double Eagle Lane, Woodbury, MN 55129
Inquires & Booking (651) 714-3586
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Eagle Valley Golf Course Rules and Regulations

Eagle Valley Golf Course enforces the following rules and regulations with respect to private rentals. Please read them carefully.

1. RENTAL FEES

- Rentals between the hours of 8:00 a.m.-4:00 p.m. require a signed Banquet Room Application/Agreement and payment in full to secure a reservation.
- A fee of \$100 may apply to events serving food.
- Friday & Saturday rentals between the hours of 4:00 p.m.-midnight require a signed Banquet Room Application/Agreement and a non-refundable deposit of \$250 to secure a reservation.
- Requests received 45 days or more prior to the rental date will be eligible for a refund, minus a 15% administrative fee. Cancellations made less than 45 days prior to the date of the reservation will result in no refund.

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2. DAMAGE DEPOSIT

- A damage deposit of \$500 is due at least two (2) weeks prior to the event for full facility events. The damage deposit is due at the time of booking for hourly rentals.
- The City of Woodbury reserves the right to keep the Renter's damage deposit for item replacement, facility repair, extensive cleaning, non-compliance with rules and regulations or other issues deemed reasonable by City of Woodbury staff or for any reason outlined in this agreement.
- The City of Woodbury may collect from the Renter for any amount exceeding the damage deposit if applicable.
- The Renter is responsible for the actions of all guests and hired vendors.

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3. CATERING REQUIREMENTS

- Absolutely **NO** home cooked foods are allowed on premises.
- All food must be provided through a licensed establishment. This may include a caterer licensed in Minnesota, local restaurant or grocery store.
- All catered food must come fully prepared to be served in the banquet room. **NO** kitchen access is provided.
- A copy of the establishment license and certificate of insurance must be provided two (2) weeks prior to event.
- Eagle Valley shall not be responsible for any services provided by an outside caterer.

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4. ALCOHOL/BEVERAGE REQUIREMENTS

- **ABSOLUTELY NO OUTSIDE ALCOHOL IS PERMITTED. Any outside alcohol will be removed by staff and not returned.**
- All alcohol must be provided and served through Eagle Valley Golf Course. Renter must contact Eagle Valley within two (2) weeks of signing application.
- Food must be served at the event in order for alcohol to be served.
- All non-alcoholic beverages must be provided through Eagle Valley Golf Course. Renter must contact Eagle Valley within 2 weeks of signing application.

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5. BANQUET ROOM REGULATIONS

- **The maximum capacity of the banquet room is 144 guests.**
- Renter understands that Eagle Valley Golf Course may be open to the public during the rental period and that the Renter only has exclusive access to the banquet room.
- All persons attending any event at Eagle Valley Golf Course shall abide by the City of Woodbury facilities policies and occupancy limits.
- At their discretion, City of Woodbury staff, authorized representatives or a Public Safety Officer may order removal of any offender and revoke the facility permit immediately and order all persons from the premises.
- All AV/Technology requests (Clickshare, microphones, etc.) must be submitted at the time of the initial reservation. (Additional fees apply for technology)

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6. DECORATIONS

- Any decorations/table settings must be installed and removed within the rental period. Renter will not have access to the room before the rental period.
- Linens must be ordered through Eagle Valley at least four (4) weeks prior to event. Linens are not provided for events unless prearranged.
- **NO** nails, tacks, staples, tape, adhesives or 3M Command Strips are allowed on the walls, wood, window trim, ceilings or glass windows.
- No open flames are allowed unless pre-authorized by the City of Woodbury.
- No confetti, streamers, glitter or silly string are allowed.
- Use of prohibited decorations will result in the loss of the Renter’s damage deposit.

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7. GROUP CONDUCT POLICY

- The Renter shall be solely responsible for supervising the conduct of members of its group.
- Children must be directly supervised by an adult (18 years & older).
- Eagle Valley staff will immediately notify the event contact of any incident. It is the responsibility of the event contact to remedy the situation.
- If after notification, the situation is not remedied, Eagle Valley staff reserve the right to end the event and ask the entire group to leave the premises.

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By signing, Renter affirms that they have read the Agreement and agrees to the terms of the Eagle Valley Golf Course banquet room rental. This agreement is not valid until approved and signed by Eagle Valley Golf Course Management and valid payment has been received.

Renter Signature _____ **Date** _____

Name _____

Event Date _____

Rental Start Time _____ **Rental End Time** _____