



City of Caldwell
Purple Sage Golf Course
Community Room
Reservation Form

Website: www.purplesagegolfcourse.com

Activity Date: _____ Type of Activity: _____

Time that set-up begins: _____ Time of event: _____ to _____

Anticipated number of persons in the building (capacity 125): _____

Group Name: _____

Point of Contact: _____

Address: _____

E-Mail Address: _____

Phone: (days) _____ (evening) _____

I understand by renting the Purple Sage Golf Course Community Room, I agree to the following conditions: (Please initial)

_____ I understand that the **refundable deposit** in the amount of \$100 must be **submitted with the application.**

_____ I agree to pay the full amount of the rental fee no later than two weeks before the event.

Please check the appropriate boxes below.

- | | | |
|--------------------------|-----------------------------|-------------|
| <input type="checkbox"/> | REFUNDABLE Cleaning Deposit | \$100 |
| <input type="checkbox"/> | Room Rental | \$300 + tax |
| <input type="checkbox"/> | Tables Rental | Qty. _____ |
| <input type="checkbox"/> | Chair Rental | Qty. _____ |

TOTAL _____

I understand that by acknowledging the following items that I will be accepting responsibility for the Purple Sage Community Room and its contents as addressed within this rental agreement:

_____ I agree to hold the City of Caldwell harmless from loss, damage, or liability caused by the tenant or the tenant's agents, employees, or invitees.

_____ Activities or events that are deemed at risk may be required to furnish liability insurance coverage as outlined in City Code.

_____ I agree that there will be **no alcoholic beverages served or consumed** on the premises unless they are furnished through an agreement with the Purple Sage Golf Course. I further understand that any violation to this standard will result in the loss of future use of the building by the applicant and a forfeit of the deposit, possible liability for the expenses associated with any damages to the building or premises, and any other penalties associated with the violation of City Code or Idaho Code.

_____ I agree that there will be no smoking within the facility. I further agree that there will be no open flame devices or dangerous flammable products brought into the building or onto the premises at any time during the event. All combustible waste will be removed from the premises at the end of the event.

_____ I agree that there will be no adherence of any objects to the walls, ceilings, window frames or windows.

_____ I agree that the event is not a politically affiliated function such as a political campaign, demonstration, meeting of any political party, or church services.

_____ I agree that I am responsible for the action of my guests and, therefore, am liable for any damages done to the facility. I agree to repair or replace any property which is damaged during the period of this rental agreement.

_____ I agree that the premises must be vacated no later than _____ a.m./p.m.

_____ I agree that the Purple Sage Community Room will be returned in a **clean and orderly condition** including all garbage removed from the building and placed in the trash receptacle located West side of building, trash can liners replaced in the interior receptacles, litter removed from the floors, kitchen counters cleaned, appliances wiped down as necessary, all items removed from the refrigerator, no personal items left in the building, and all lights are turned off. I understand that if these conditions are not met, the cleaning deposit will be forfeited and that an additional cleaning charge may be assessed.

_____ I understand that if the floor or walls are scratched or marred, I will be responsible for damages and understand the cleaning deposit will be forfeited and additional charges for repairs could be assessed.

_____ I agree that the rental agreement will not be assigned to any other party.

_____ I have read, understand and agree to this Agreement and hereby acknowledge receipt of a copy of this Agreement.

The rental agreement must be signed by the responsible party who will be present during the function.

Signature: _____ **Date:** _____

Application Submittal Information and Cancellation/Refund Policy

Purple Sage Golf Course
ATTENTION: Golf Pro
PO Box 1179
Caldwell, ID 83606
Phone: (208) 454-9101

A refund of the Rental Fee and Deposit (minus a \$15 processing fee) will be issued if the event is cancelled prior to seven (7) days of the reservation.

The entire deposit will be forfeited if the event is cancelled within 6 days or less of the reservation.

NOTE: A refund of the cleaning deposit will not be made until the building has been inspected for any violation to the conditions within the rental agreement.

City Staff Only

Date received		Alcohol Agreement with Purple Sage Golf Course has been secured?	YES	NO
\$100 Deposit Paid (Date & Amount)		Rental Amount Paid (Date & Amount)		
Signature of Purple Sage Golf Course staff member receiving application & rental fees.				

Updated 6-7-2018