



GanGolfClub.com

211 Golf Club Lane, Gananoque, Ontario K7G 2V5
613-382-3171 (Clubhouse/Office) 613-382-1670 (Pro Shop)
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Application for Clubhouse Activity

Name of Group: _____

Group Representative's Name: _____

Street Address: _____ City: _____

Postal Code: _____ Telephone: _____ Fax: _____

Cel: _____ Email: _____

Type of Activity?:(ie. Wedding, Club Event, Other) _____ Number of Guests: _____

Event Date: Day: _____ Month: _____ Year: _____ Start Time: _____ End Time: _____

Agreed upon rental fee: _____ Rental Fee breakdown: _____

Non-Refundable Down Payment due at time of booking (50%): _____ Down Payment received?: _____

Table setup: Restaurant Style _____ Head Table (wedding) Style _____ Meeting Style _____

Further table setup information: _____

Is bar service required?: _____ (Bar service is completely run by the club for the event)

Any special beverage requests?: _____

Is a special occasion LCBO license required?: _____ (Must be provided to the club by the event organizer two weeks prior to the event)

Food Arrangements: Please provide details (type (buffet/table service), time of service, caterer contact details)

Are dishes required?:_____ Utensils?:_____ Table Linens?:_____ Water glasses & water?:_____

Warming (Steam) Table?:_____ Serving (buffet) setup?:_____ Coffee/Tea service?:_____

Linen serviettes or paper?:_____ Desert table?:_____ Kitchen Use?:_____

If Kitchen use is required, please explain type of use: (ie. Prep, warming, cooking): _____

Are Golf Club kitchen and/or serving staff required?:_____ How many staff?:_____

Who is responsible for clean-up of clubhouse and/or kitchen:_____

Will special decorations of the clubhouse be expected?:_____ Who is responsible for the setup and removal of the decorations?:(Name, contact information, day/time of decorating)

Are the use of golf carts required?:_____ If so, how many?:_____

Is the use of our dock required?:_____ How many boats?:_____

Rules and Regulations for Activity at the Clubhouse:

1. No smoking in the clubhouse, washrooms, locker rooms or on the deck
2. Only beverages obtained from Golf Club are allowed to be consumed on premise.

Signature of Group Representative (Signature required for the application to be considered)

Signature:_____ **Date:**_____

This Section for Club Use Only

Request Taken By (name):_____ Date:_____

Confirmation Sent Date:_____

Please check off copies to: Group Representative:_____ Clubhouse Operations Supervisor:_____
Office:_____