



THE COUNTRY CLUB OF LEXINGTON
"A Smoke Free Facility"
PRIVATE FUNCTION REQUEST FORM

FOR OFFICE USE ONLY

Approved By: _____
 Date: _____ Time: _____ to _____
 Event No: _____

Member Name _____ Room Requested _____
 Name of Contact(s) _____ Date of Function _____ No. of persons _____
 Contacts' Phone Numbers _____ Time of Function _____ to _____
 Contacts' Email address _____ Type of Function _____
 Member No _____ Signature to Charge _____ Deposit (min \$200) _____

IN MAKING THIS REQUEST FOR USE OF THE FACILITIES OF THE COUNTRY CLUB OF LEXINGTON, IT IS EXPRESSLY UNDERSTOOD THAT THE RESERVATION IS NOT GUARANTEED UNTIL CONFIRMED IN WRITING.

TO ASSIST YOUR PLANNING AND TO ENSURE A SUCCESSFUL FUNCTION, PLEASE READ THE FOLLOWING GUIDELINES AND RULES GOVERNING USE OF THE CLUB:

1. Civic or charitable events are deemed appropriate events to be held at the Club, however, the event must be approved by the board
2. The Club will provide a cash bar for any function if requested.
3. Smoking in the building is strictly forbidden at any function held in the clubhouse building.
4. Limited use of cameras and video equipment is permitted, however, any photographs or videos taken on the premises must be limited to non-commercial use; that is to say, only for personal use.
5. A member renting a room, and planning to serve food and beverage, is required to use the club's caterer.
6. Invitations may be in the name of either.
 - a. The Member
 - b. A non-profit or charitable organization approved by the Board of Directors.
7. It is the responsibility of the Member to ensure that all guests are aware of and observe the dress code requirements, which includes NO DENIM. *Copy of Dress code on reverse side of this form.*
8. To protect you, your guests, and your Club, alcoholic beverages will not be served to anyone under the legal drinking age or to anyone who appears to be under the legal drinking age who cannot show proper identification when requested to do so. Anyone appearing to be intoxicated will not be served alcoholic beverages.
9. Members are responsible for the removal of any and all decorations provided for functions held at the Club and for any associated damages to Club property.
10. Normal hours of operation extend to 9:00 PM. Will you require the Club to be open beyond these hours?
 YES NO
11. To ensure that other members and guest using the Club may enjoy its facilities, please be certain to confine the noise level (including that of the sound system used for entertainment and speaking) within your reserve room.
12. It will be the responsibility of the Member to inspect, in the company of the Club Manager, or his/her designee, the Club facilities to be leased prior to the actual use for the purpose of making an inventory of any damage or irregularities already in existence in the facilities to be leased. The Club manager, or designee, and Member will make a second inspection as soon after the use of the facilities is completed, as is practical, to determine if any further damage has been sustained. If any damage is noted, the Member will be notified and the deposit check will be negotiated to repair the damage. Any further expense to repair the damage will be billed to the Member leasing the Club's facilities. If there is no damage noted, the deposit is to be returned to the Member within seventy-two (72) hours.

I have completed this form to the best of my knowledge. I hereby guarantee all payments of the Club charges incurred in connection with the function described. I understand that the Club accepts no responsibility or liability for decorations, furnishings or equipment not supplied by the Club for this function and that I am personally responsible for any damage to Club property. I have also read and understand the Club's rules and guidelines for private functions and agree to abide by them.

Member's Signature _____ Date _____

Please be reminded that your reservation is only for the room(s) specified and the necessary public access way.
No intrusion should be made into other areas of the Club.

DRESS CODE POLICY

Men – Golf: Golf slacks and other full length trousers, or golf shorts that reach mid-thigh length must be worn. Cutoffs, denim (a rugged cotton twill textile, in which the weft passes under two or more warp fibers, producing the familiar diagonal ribbing identifiable on the reverse of the fabric, which distinguishes denim from cotton duck. Denim comes in an array of colors, cuts, and washes. Jeans are trousers made from denim and comes in many colors, cuts, fits, washes and decorations.), running clothing, bicycling or other shorts are prohibited. Proper golf attire is required on the golf course and practice facility. All attire must be in good repair.

Women – Golf: Any clothing designed for golf is acceptable. The following is not acceptable: denim (all colors, cuts, fits, decorations or washes), cut-offs, short shorts, tank tops and halter-tops. All attire must be in good repair.

Clubhouse: Golf attire or better dress is required in the clubhouse at all times. Cover-ups must be worn over swim suits. Tennis warm-ups must be worn in the clubhouse. Persons with proper attire will only be allowed in the clubhouse, not acceptable are short shorts, tank-tops, cut-offs, running or bicycling shorts, denim (any color, cut, wash). Any member or guest violating this policy will not be allowed to use the facilities nor be served. Members are responsible for the acceptability of their guest attire. *Adopted May 16, 2006, effective June 1, 2006.*