

Cedar Crest Golf Course Facility Reservation Policies

All reservations must be completed by appointment only Monday – Friday, 10:00 am – 6:00 pm. To schedule an appointment, contact _____ at (214) 243-2379.

<p>Reservation</p>	<p>Cedar Crest Golf Course’s Crestview Room can be reserved up to twelve (12) months in advance and no less than fourteen (14) days prior to event, on a first-come, first-served basis. The reserving party must be twenty-one (21) years of age or older to reserve the facility and must provide verification of age and physical address with current state issued driver’s license or identification card. By signing the agreement contract, the reserving party confirms that the reservation is for his/her own personal use and not for another individual or group. The reserving party will be held responsible for the actions of his/her guests and must remain present during the entire rental to be sure that all policies and City ordinances are complied with.</p>
<p>Crestview Room and Rental Hours</p>	<p>The Crestview Room is a unique, contemporary banquet room with vaulted ceilings and exposed wooden beams. Located on the second floor of the Austin Stone club house, this room offers guests complete privacy; it is accompanied by a balcony that overlooking the historical Cedar Crest Golf Course with views of the Downtown Dallas Skyline. The Crestview Room has a capacity of 175, set by the City of Dallas Fire Marshal.</p> <p>The reserving party and guests are limited to only the second floor of the club house. The Crestview Room includes 60” round tables with seating for 8 to 10 and 6’ rectangular tables with seating for 3 to 5. Tables provided are subject to request, per the Event Set Up Form provided by the reserving party. (See Event Set Up Policies)</p> <p>The Crestview Room rental hours are as follows:</p> <p>Monday – Thursday 8:00 a.m. to 8:00 p.m. Friday – Saturday 8:00 a.m. to 10:00 p.m. Sunday 8:00 a.m. to 6:00 p.m.</p> <p>Rental Hours are specified on the contract and must include time for decoration, clean up and rental of property. The room must be vacated and all items must be removed by the end of the rental time. The reserving party and/or other members of the reserving party will not be allowed in the rental until the rental hours begin and cannot occupy the room past the rental time on the contract. It is the reserving party responsibility to notify their caterer, decorators, planners, florist, and/or delivery company of their rental hours. The Reserving party of an event representative must be available to accept deliveries. Early entry or late vacating will result in forfeiture of the full rental deposit. On the day of their event, the reserving party(s) or an event representative designated on by the reserving party, is required to Check-In at the Sales Desk on the first floor of the club house to complete the Rental Inspection Form with the Supervisor on Duty. The reserving party, or an event representative designated by the reserving party, is also required to notify the Supervisor on Duty at the end of their rental time to complete the Rental Inspection Form. Failure to checkout with the Supervisor on Duty will result in forfeiture of deposit.</p>

<p style="text-align: center;">Deposit/ Rental Fees</p>	<p>The Crestview Room rental fees are as follows:</p> <p>Monday – Thursday \$75 per hour (4-hour minimum) Friday – Saturday \$125 per hour (6-hour minimum) Sunday \$100 per hour (4-hour minimum)</p> <p><i>*Kitchen Rental is \$35 per hour. Kitchen Rental minimum is equal to rental of Crestview Room (i.e. If reserving party rents the Crestview Room for 5 hours, the kitchen rental must equal 5 hours)</i> <i>**Cash Bar Set Up is \$350 flat rate. Includes a cash bar set up and bartender and bar back for 3 hours for up to 100 guests. Additional hours are available for \$75 per hour. Additional bartenders are required for guests counts over 100 and are available for \$45 per hour (rate does not include an additional bar back). Average Drink Cost are outline in contract.</i></p> <p>The Crestview Room Damage Deposit Rates are as follows:</p> <p>\$375 Deposit – Crestview Room Rental with Cash Bar Services \$250 Deposit – Crestview Room Rental \$125 Deposit – Kitchen Rental</p> <p>DAMAGE DEPOSIT AND TOTAL RENTAL FEES ARE DUE AT THE TIME OF RESERVATION. The rental fees and total deposit are outlined in the contract. The deposit is not applied towards the rental fee and will be refunded in full when all conditions specified on the contract are met. Payments will be accepted in the form of cash, business check, credit/debit card (Visa, Master Card, American Express, and Discover). Any violation of the contract will result in a forfeiture of the full rental deposit. Deposit fees paid back within 30 business days after the event in the form of a check that will be mailed to the reserving party. Any fees paid for hours not used by the reserving party, will not be refunded.</p>
<p style="text-align: center;">Cancellations/ Changes</p>	<p>All cancellations or changes must be made by the contract holder and in writing via email or in person.</p> <p>Cancellations made at least ninety (90) days prior to the rental will qualify for a full refund of the rental deposit and rental fees. Cancellations made at least sixty (60) days prior to the rental will qualify for a refund of rental fees only and will forfeit the deposit. Cancellations made within sixty (60) days prior to the rental will qualify for a full refund of the rental deposit and rental fees.</p> <p>Changes to the signed contract and payments for an outstanding balance due can be made up to thirty (30) days prior to the event. Changes that result in additional fees are to be paid at least 14 days prior to the event. No reservation changes will be accepted on the day prior to or the day of the rental. Any account balance not paid in full fourteen (14) days prior to the event will result in a cancellation of the rental, and a forfeiture of the deposit and all rental fees.</p>
<p style="text-align: center;">Kitchen Rental</p>	<p>A commercial kitchen is also available for rent. The rental must be accompanied with the rental of the Crestview Room. No food or beverage can be left/stored in the Kitchen after our rental time is complete (this includes the refrigerator, stove, and counters). The kitchen should be cleaned prior to checkout. Rarely entry or late vacating will result in a forfeiture of the full rental deposit. Catering services allowed</p>

	inside the Crestview Room are subject to rental polices. Sterno cans are allowed for catering purposes.
Event Set Up	Tables and chairs are included in the rental and will be arranged according to the event setup form provided by the reserving party. Any tables/chairs utilized on the balcony must be setup and broken down by the reserving party. The set up must adhere to fire code and must be approved by the Golf Course staff. Event setup form is due in no later than 1 week prior to event. If form is not turned in by the reserving party, the layout will be determined by the Golf Course staff. Once the setup is completed, any changes are the responsibility of the renter. Linens are not included.
Equipment	The Crestview Room at Cedar Crest Golf Course offers the following amenities for your use during the rental at no additional charge: wireless Bluetooth compatible speaker, wires microphones, podium. Staging/riser is available for an additional fee (\$25 per 4' x 4' section, 8 sections, skirting included). Any issued equipment by the Golf Course, will be subjected to a deposit penalty if such equipment is not returned or is damaged. Reserving party may not alter or move Audio/Video Equipment. All equipment and amenities, are provided "As is" at the time of your event, and the Golf Course is not liable for faulty equipment.
Decorations	All decorations must be removed from the room(s) by the end of the rental time. Decorations may not be nailed, stapled, taped or otherwise attached to any part of the walls, ceilings and floors. Air or helium-filled balloons must be weighted down or tied to chairs. DO NOT release balloons inside or outside. Any inflatables or other special requests must be requested in person prior to your event to get approval. No open flames are allowed. All special requests may be subject to additional liability insurance.
Music/ Noise Level	Music/noise level must be appropriate, as to not disturb regular operations. Noise level must be kept at a reasonable level as dictated by Supervisor on Duty. Music is not allowed on balcony or outside the facility.
Clean Up	The reserving party is required to leave the room(s) in the same clean condition they received it. Broom, mop, trash bags and other cleaning supplies will be provided to the reserving party by request. Room(s) must be swept, tables must be wiped down, and kitchen must be mopped. All decorations, litter and other debris must be disposed of properly. Trash must be bagged and placed in the appropriate container outside the building. Clean Up must be completed before the end of your rental time. Cedar Crest Golf Course will not store nor be held liable for property left on the premises. Any property left by reserving party or other guests will be disposed at the discretion of the Golf Course management. Rooms not cleaned properly or trash not disposed of properly by the reserving party, will result in a forfeiture of the full rental deposit.
Alcohol	<p>Cedar Crest Golf Course does not allow outside alcohol services. Texas State Law regulates the sale and service of alcoholic beverages. As a licensee, Cedar Crest is responsible for the administration of these regulations. It is a state law that alcoholic beverages cannot be brought on to or removed from the Cedar Crest Golf Course premises</p> <p>Cedar Crest Golf Course offer cash bar services. Cash Bar Set Up is \$350 flat rate. Includes a cash bar set up and bartender and bar back for 3 hours for up to 100 guests. Additional hours are available for \$75 per hour. Additional bartenders are required for guests counts over 100 and are available for \$45 per hour (rate does not include an additional bar back). Average Drink Cost are outline in contract. Special purchases of beer, wine, and liquor not in our normal inventory may be ordered for functions. Pricing is contingent upon brand and quantities. The reserving party is not allowed to remove alcohol from the premises.</p> <p>Events with bar services are required to reserve onsite City of Dallas Police Department officers(s) through Cedar Crest Golf Course (1 officer per 100 guests is required, \$45 per hour per officer, for a minimum of four (4) hours). Officers must be</p>

	<p>present from the time alcohol is served until the end of the reserved time. Payments for security must be made directly to the officer in the form of cash or money-order.</p>
<p>Youth/ Teen Events</p>	<p>Events with fifty (50) or less youth/teens are required to have a chaperone ration of 1 adult per 10 youth. All events with fifty (50) or more youth/teens (ages 12 through and including 21) will be required to reserve on-site City of Dallas Police Department officers(s) through Cedar Crest Golf Course (1 officer per 100 youth is required, \$45 per hour per officer, for a minimum of four (4) hours). Officers must be present from the time of the event (not including time allotted for decorating) until the end of the reserved time. If the Golf Course staff determines that the party is out of control, Staff has the right to cancel the party and all attendees will be required to vacate the premises immediately. Full deposit and all paid fees will be forfeited in this instance.</p>
<p>Security</p>	<p>When security personnel are requested by the reserving party, or when the City determined that security personnel are necessary for any event hosted by the Reserving party, the City of Dallas Police Department shall determine and assign an appropriate number of police officers to provide security. Whether security personnel are requested by the Reserving party or required by the City, Reserving Party agrees to pay the officer(s) directly for the established rate of pay for the police officers (\$45 per hour, per police officer). The Reserving Party acknowledges and agrees that the police personnel assigned to provide security may consist of armed uniformed officers, armed plain-clothes officers, K-9 units, and/or other specialized law enforcement units, the necessity of which shall be determined by the City of Dallas Police Department. Reserving party hereby waives and releases any and all claims against the City and its police officers, elected officials, employees, agents and representatives for any and all claims for damages, including but not limited to damages for death, personal injury, and/or property damage, arising from or relating to the City's provision of police personnel under the rental agreement.</p>
<p>City of Dallas Provisions</p>	<ul style="list-style-type: none"> • Standard City of Dallas Ordinances and facility rules apply. • Cedar Crest Golf Course club house is a non-smoking building. Outdoor smoking areas are available. • No damage to facility, profanity or fighting. • No gambling, lottery or bingo will be allowed in the Center or surrounding parking lot area, with the exception of IRS designated non-profit organizations that may have a Casino Night for charitable purposes. • No sign may be placed on the exterior or interior of the premises. Exceptions may be made for events occupying the entire Crestview Room, and are subject to approval by the Golf Course Staff. • Throwing rice and/or birdseeds is prohibited inside and outside of the Golf Course club house. • Bubbles and real flower petals (thrown or on the floor/ground) will only be allowed outside the Golf Course club house. • Fireworks, sparklers, smoke bombs, fog machines, etc. are strictly prohibited on the Golf Course Property. • No live animals, birds, reptiles, insects or amphibians, domestic or otherwise, may enter the club house without prior written consent. Exceptions will be made in accordance with the Americans with Disability Act. • No person, including a person licensed to carry a concealed handgun under Article 4413(29ee), Texas Revised Civil Statutes, shall carry a handgun on or about his or her person on any premises owned, leased, operated or controlled by the City of Dallas. • Cedar Crest Golf Course may, at the sole discretion or management, and upon twenty (20) days' notice, require the Reserving Party to obtain public liability and property damage insurance. If so required, the reserving party shall provide the Golf Course with evidence of required insurance at least 10 days prior to the event. Failure to comply by deadline will result in event cancellation. Full deposit and all paid fees will be forfeited in this instance.

	<ul style="list-style-type: none"> • Cedar Crest Golf Course retains the exclusive right to deny access for any event which may be offensive, inappropriate, unsafe, unsuitable, or violates the expressed nature of the event. In such case, the Golf Course may immediately cancel this agreement without advance notice. • Reserving party may not assign their agreement or sublet any portion of the Crestview Room without the prior written consent of Cedar Crest Golf Course or occupy the premises for any purpose not expressly authorized under the Agreement. • The Cedar Crest Golf Course staff, law enforcement officer, or other designated representative, shall have the right to enter any portion of the reserved space for any purpose whatsoever. • If the Golf Course is closed due to inclement weather or an unforeseen emergency, the reserving party will be contacted via phone at the time of closure, and a full refund for the event will be honored. • The City of Dallas and Golf Course management reserves the right to shut down an event at any time for violations of the rental contract or city policies and ordinances. Full deposit and all paid fees will be forfeited in this instance.
<p style="text-align: center;">Liability</p>	<p>All reserving parties agree to pay for any damage done to the facility, grounds, or furnishings by themselves, their guests, caterers, decorators, planners, florists, and/or delivery company during or pertaining to their rentals. Notification will be given to the reserving party as a soon as damages have been assessed. Reserving party will be financially responsible for the cost or repairs not covered by the deposit. Cedar Crest Golf Course, it's contracted management company, and the City of Dallas, are not responsible for anyone injured on the premises, personal property left in the building, or rental equipment used by reserving party. Reserving party agrees to defend, indemnify, and hold harmless Cedar Crest Golf Course, its agents, representative and employees, each severally and separately, from and against all liability, demands, claims, damages, losses, costs and expense of any kind nature whatsoever, including without limitation any and all costs of defense, made against or incurred or suffered by the Golf Course, and such indemnities as a direct or indirect result or consequence of injury, sickness, illness or harm, including death, injury, damage or loss to persons or property, including the loss of use thereof, or any cause of action whatsoever arising out of resulting from, or which would not have occurred but for the Rental Agreement or client's use of the premises, facilities or equipment of the Golf Course. Reserving party further agrees to release and acquit Cedar Crest Golf Course, its agents, representatives and employees, from and against any and all liabilities, demands, claims, damages, losses, costs, ad expense of any kind or nature whatsoever, including those enumerated herein.</p>