



# Banquet Room Reservation Policies

1800 Southerland Ave. Dallas, TX 75203 || (214) 670-7615 || [www.golfcedarcrest.com](http://www.golfcedarcrest.com)

**All reservations must be completed by appointment only Monday, Wednesday, and Thursday from 11:00 am- 6:00 pm Friday, 12:00 pm – 3:00 pm. To schedule an appointment, contact Cedar Crest Golf Course at (214) 670-7615 or [events@golfcedarcrest.com](mailto:events@golfcedarcrest.com).**

<p><b>Reservation</b></p>	<p>The banquet room at Cedar Crest Golf Course can be reserved up to twelve (12) months in advance and no less than seven (7) days prior to the event, on a first-come, first served basis. The reserving party(s) 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, the reserving party(s) confirms that the reservation is for his/her own personal use and not for another individual or group. The reserving party(s) 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><b>Crestview Room and Rental Hours</b></p>	<p>The Crestview Room is a unique, contemporary banquet room with vaulted ceilings and exposed wooden beams. Located on the second floor of Cedar Crest's clubhouse, this room offers guests complete privacy; it is accompanied by a balcony that overlooks the historical Cedar Crest Golf Course with views of the Downtown Dallas Skyline. The Crestview Room has a capacity of 175.</p> <p>The reserving party(s) and guests are limited to only the second floor of the clubhouse. The rental includes 60" round tables (seating for 8 to 10) and 6' rectangular tables (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 rental hours are as follows:</p> <table data-bbox="391 1255 1214 1354"> <tr> <td><b>Monday, Wednesday, Thursday</b></td> <td><b>8:00 a.m. to 8:00 p.m.</b></td> </tr> <tr> <td><b>Friday – Saturday</b></td> <td><b>10:00 a.m. to 11:00 p.m.</b></td> </tr> <tr> <td><b>Sunday</b></td> <td><b>10:00 a.m. to 6:00 p.m.</b></td> </tr> </table> <p>Rental Hours are specified on the agreement must include time for decoration, clean up and rental of space. The room must be vacated and all items must be removed by the end of the rental time. The reserving party(s) and/or guests of the reserving party(s) are not allowed in the rental space until the rental hours begin. It is the reserving party(s) responsibility to notify their caterer, decorators, planners, florist, and etc. of the rental hours. The Reserving party(s) of an event representative must be available to accept deliveries. <b>Early entry or late vacating will result in forfeiture of the full rental deposit. On the day of the event, the reserving party(s) or an event representative designated by the reserving party, is required to Check-In at the Sales Desk on the first floor of the clubhouse to complete the <u>Rental Inspection Form</u> with the Event Hostess on Duty. The reserving party, or an event representative designated by the reserving party, is also required to notify the Event Hostess on Duty at the end of their rental time to complete the <u>Rental Inspection Form</u>. Failure to checkout with the Event Hostess on Duty will result in forfeiture of deposit.</b></p>	<b>Monday, Wednesday, Thursday</b>	<b>8:00 a.m. to 8:00 p.m.</b>	<b>Friday – Saturday</b>	<b>10:00 a.m. to 11:00 p.m.</b>	<b>Sunday</b>	<b>10:00 a.m. to 6:00 p.m.</b>
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<p><b>Deposit/ Rental Fees</b></p>	<p>The Crestview Room rental fees are as follows:</p> <p><b>Sunday – Thursday    \$75 per hour (4-hour minimum)</b>  <b>Friday                    \$150 per hour (4-hour minimum)</b>  <b>Saturday                 \$150 per hour (6-hour minimum)</b>  <b>Kitchen Rental         \$45 per hour</b></p> <p><i>*Kitchen Rental minimum is equal to the rental of banquet room (i.e. If reserving party(s) rents the Crestview Room for 5 hours, the kitchen rental must equal 5 hours)</i></p> <p><b>Cash Bar Service is \$350</b>, includes a cash bar set up and bartender and bar back for 3 hours for up to 100 guests. <b>Additional hours are available for \$75 per hour.</b> Additional bartenders are required for guests counts over 100 and are available for \$45 per hour (rate does not include an additional bar back). <b>Cash Bar minimum is \$300.</b></p> <p><b>The Rental Damage Deposit is \$350. Any violation of the agreement will result in a forfeiture of the full rental deposit.</b> Deposit fees are paid back within 30 business days after the event in the form of a check that will be mailed to the primary reserving party. The deposit is not applied towards the rental fee and will be refunded in full when all conditions specified on the agreement are met.</p>																		
<p><b>Payments</b></p>	<p>The total rental fees and deposits are outlined in the proposal. Event deposits and payments are based on the total of the rental services outlined in the proposal. The event payment schedule is as follows:</p> <p><u><i>Payment schedule for events with total rental services under \$500</i></u></p> <table border="0"> <tr> <td><b>Payment Schedule</b></td> <td><b>Amount Due</b></td> </tr> <tr> <td>Deposit (Due at Booking)</td> <td>\$350 damage deposit + 100% of Rental Services</td> </tr> </table> <p><u><i>Payment schedule for events with total rental services between \$501- \$1000</i></u></p> <table border="0"> <tr> <td><b>Payment Schedule</b></td> <td><b>Amount Due</b></td> </tr> <tr> <td>Deposit (Due at Booking)</td> <td>\$350 damage deposit + 50% of Rental Services</td> </tr> <tr> <td>2<sup>nd</sup> Installment (60 days prior)</td> <td>50% of Rental Service</td> </tr> </table> <p><u><i>Payment schedule for events with total rental services over \$1000</i></u></p> <table border="0"> <tr> <td><b>Payment Schedule</b></td> <td><b>Amount Due</b></td> </tr> <tr> <td>Deposit (Due at Booking)</td> <td>\$350 damage deposit + 25% of Rental Services</td> </tr> <tr> <td>2<sup>nd</sup> Installment (60 days prior)</td> <td>50% of Rental Service</td> </tr> <tr> <td>3<sup>rd</sup> Installment (14 days prior)</td> <td>25% of Rental Service</td> </tr> </table> <p>Payments are accepted in the form of cash, business check, credit/debit card (Visa, Master Card, American Express, and Discover). Any fees paid for hours not used by the reserving party, will not be refunded.</p>	<b>Payment Schedule</b>	<b>Amount Due</b>	Deposit (Due at Booking)	\$350 damage deposit + 100% of Rental Services	<b>Payment Schedule</b>	<b>Amount Due</b>	Deposit (Due at Booking)	\$350 damage deposit + 50% of Rental Services	2 <sup>nd</sup> Installment (60 days prior)	50% of Rental Service	<b>Payment Schedule</b>	<b>Amount Due</b>	Deposit (Due at Booking)	\$350 damage deposit + 25% of Rental Services	2 <sup>nd</sup> Installment (60 days prior)	50% of Rental Service	3 <sup>rd</sup> Installment (14 days prior)	25% of Rental Service
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<p><b>Cancellations/ Transfers / Changes</b></p>	<p>The reserving party has the option to cancel his/her event at any time. All cancellations must be made by the reserving party(s) and in writing. Cancellations should be emailed to Ira Molayo at <a href="mailto:imolayo@golfcedarcrest.com">imolayo@golfcedarcrest.com</a> or mailed to 1800 Southerland Ave Dallas, TX 75203, Attention to General Manager.</p> <ul style="list-style-type: none"> <li>• Cancellations made at least one hundred eighty (180) days prior to the rental will qualify for a full refund of the rental deposit and rental fees.</li> <li>• Cancellations made at least ninety (90) days prior to the rental will qualify for a refund of rental fees only and will forfeit the deposit.</li> </ul>																		

	<ul style="list-style-type: none"> <li>• Cancellations made within sixty (60) days prior to the rental will forfeit the rental deposit and rental fees.</li> </ul> <p>The reserving party(s) has the option to transfer his/her event date. Transfer request must be made by the reserving party(s) and in writing. Transfer request should be emailed to the General Manager at <a href="mailto:imolayo@golfcedarcrest.com">imolayo@golfcedarcrest.com</a> or mailed to 1800 Southerland Ave. Dallas, TX 75203, Attention to Event Manager. Transfer request must be made at least thirty (30) days prior to the event date.</p> <p>Changes to the signed agreement 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><b>Kitchen Rental</b></p>	<p>A commercial kitchen is also available for rent. The rental must be accompanied with the rental of the banquet room. No food or beverage can be left/stored in the Kitchen after the rental time is complete (this includes the refrigerator, warmer, and counters). The kitchen is should be cleaned prior to checkout. <b>Early entry or late vacating will result in a forfeiture of the full rental deposit.</b> Catering services allowed inside the banquet room are subject to rental policies.</p>																								
<p><b>Event Set Up</b></p>	<p>Tables and chairs are included in the rental and will be arranged according to the <b>Event Setup Form</b> provided by the reserving party. Any tables/chairs utilized on the balcony must be set up and broken down by the reserving party. The set up must adhere to fire code and must be approved by the Golf Course staff. <b>Event Setup Form is due in no later than 1 week prior to the event.</b> If the 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. <b>Linens are NOT included.</b></p>																								
<p><b>Equipment/ Rentals</b></p>	<p>Cedar Crest Golf Course offers the following amenities for your use during the rental.</p> <table border="0"> <tr> <td><b>Tablecloths</b></td> <td><b>\$10 &amp; up</b></td> </tr> <tr> <td><b>Chair Covers</b></td> <td><b>\$4 &amp; up</b></td> </tr> <tr> <td><b>Sashes &amp; Dinner Napkins</b></td> <td><b>\$2 &amp; up</b></td> </tr> <tr> <td><b>Dishware/ Silverware</b></td> <td><b>\$1 &amp; up</b></td> </tr> <tr> <td><b>Wireless Bluetooth-Compatible Speaker</b></td> <td><b>\$75</b></td> </tr> <tr> <td><b>Wireless Microphones</b></td> <td><b>\$60 each</b></td> </tr> <tr> <td><b>Podium</b></td> <td><b>\$75</b></td> </tr> <tr> <td><b>Projector</b></td> <td><b>\$100</b></td> </tr> <tr> <td><b>Projector Screen</b></td> <td><b>\$50</b></td> </tr> <tr> <td><b>Staging/Riser</b></td> <td><b>\$25 per section</b></td> </tr> <tr> <td>4' x 4' section, 8 sections, skirting included</td> <td></td> </tr> <tr> <td><b>Multi-Colored Uplights</b></td> <td><b>\$10 each</b></td> </tr> </table> <p>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(s) may <b>NOT</b> 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.</p>	<b>Tablecloths</b>	<b>\$10 &amp; up</b>	<b>Chair Covers</b>	<b>\$4 &amp; up</b>	<b>Sashes &amp; Dinner Napkins</b>	<b>\$2 &amp; up</b>	<b>Dishware/ Silverware</b>	<b>\$1 &amp; up</b>	<b>Wireless Bluetooth-Compatible Speaker</b>	<b>\$75</b>	<b>Wireless Microphones</b>	<b>\$60 each</b>	<b>Podium</b>	<b>\$75</b>	<b>Projector</b>	<b>\$100</b>	<b>Projector Screen</b>	<b>\$50</b>	<b>Staging/Riser</b>	<b>\$25 per section</b>	4' x 4' section, 8 sections, skirting included		<b>Multi-Colored Uplights</b>	<b>\$10 each</b>
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<p><b>Decorations</b></p>	<p>Decorations may <b>NOT</b> 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. <b>DO NOT</b> release balloons inside or outside. Any inflatables or other</p>																								

	<p>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. All decorations must be removed from the room(s) by the end of the rental time.</p>
<b>Music/ Noise Level</b>	<p>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 the balcony or outside the facility.</p>
<b>Clean Up</b>	<p>The reserving party(s) 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(s) by request. The Crestview Room must be swept, tables must be wiped down, and the 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(s) or other guests will be disposed at the discretion of the golf course management. Rooms not cleaned properly or trash not disposed of properly will result in a forfeiture of the full rental deposit.</p>
<b>Alcohol</b>	<p><b>Cedar Crest Golf Course does not allow outside alcohol services.</b> 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 offers a cash bar service. 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 is outlined in the agreement. 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(s) 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 (For events with 1 to 100 guests, 1 officer is required. For events with 101 to 150 guests, 2 officers are required. For events with 151 guests or more, 3 officers are required, \$45 per hour per officer, for a minimum of four (4) hours). Officers must be 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>
<b>Youth/ Teen Events</b>	<p>Events with fifty (50) or less youth/teens are required to have a chaperone ratio 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>
<b>Security</b>	<p>When security personnel is requested by the reserving party, or when the City determined that security personnel are necessary for any event hosted by the</p>

Reserving party, the City of Dallas Police Department shall determine and assign an appropriate number of police officers to provide security. Whether security personnel is requested by the Reserving party(s) or required by the City, Reserving party(s) 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(s) 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(s) 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.

**City of Dallas Provisions**

- Standard City of Dallas Ordinances and facility rules apply.
- Cedar Crest Golf Course clubhouse 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 bird seed is prohibited inside and outside of the Golf Course clubhouse.
- Bubbles and real flower petals (thrown or on the floor/ground) are only allowed outside the Golf Course clubhouse.
- 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 clubhouse 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 of management, and upon twenty (20) days' notice, require the Reserving party(s) to obtain public liability and property damage insurance. If so required, the reserving party(s) shall provide the Golf Course with evidence of required insurance at least 10 days prior to the event. Failure to comply by the deadline will result in event cancellation. Full deposit and all paid fees will be forfeited in this instance.
- 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(s) 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.

	<ul style="list-style-type: none"><li>● 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.</li><li>● If the Golf Course is closed due to inclement weather or an unforeseen emergency, the reserving party(s) will be contacted via phone at the time of closure, and a full refund for the event will be honored.</li><li>● The City of Dallas and Golf Course management reserves the right to shut down an event at any time for violations of the rental agreement or city policies and ordinances. Full deposit and all paid fees will be forfeited in this instance.</li></ul>
<b>Liability</b>	<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(s) as soon as damages have been assessed. Reserving party(s) will be financially responsible for the cost or repairs not covered by the deposit. Cedar Crest Golf Course, its 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(s) 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(s) 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, and expense of any kind or nature whatsoever, including those enumerated herein.</p>