





Event Center Rental

RENTAL Event Center | \$300 (5 hr block)

{Allocating 1 hr set-up, 3 hr event, 1 hr cleanup}

* Maximum capacity #80 seated, 10 5' round tables with 8 per table

* Event Capacity will impact available layout for the Event Center

Cost	Item	Quantity Available	Quantity Rented	Rental Amount
\$2	CHAIRS White folding chair (80 max)	80		included
\$10	TABLE Round 5' table (10 max)	10		included
\$10	TABLE Round 3' table (tan linen)	1		
\$7	TABLE Rectangular 6' (at 7' window)	2		
\$7	TABLE Rectangular 6' (by side doors)	1		
\$5	LINEN White Rectangular 6' tablecloths	4		
\$7	LINEN White round tablecloths 120"	10		
\$5	LINEN White round tablecloths 90"	10		
\$2	RUNNER Burlap wide weave	2		
\$2	RUNNER Burlap w/ lace	6		
\$2	PENNANT Burlap	12		
\$7	LIGHTING White rope lighting	2		
\$5	FRAME Large rustic white frame	1		
\$5	FRAME Medium gold frame	1		
\$5	TOPIARY Red Rose artificial	2		
\$5	DISPLAY Glass 2 tier stands	4		
\$2	DECOR Liquor Bottles (varies décor)	varies		
\$2	DECOR Mason Jars (white with burlap/lace)	12		
\$2	DECOR Crystal Vases (clear small round)	10		
\$2	DECOR Vases			
\$5	DECOR Medium Gold Mirror	1		
\$5	DECOR Centerpieces (Patriotic, Fall Leaves, OSU, Christmas, Golf, Burlap Flowers)	varies		
\$2	MISC Square Containers (Blue 6, Lime Green 6)	12		
\$2	ACCENTS (Cloth: Shimmer blue 2, Blue gingham 2, Red 3, Dk blue lace 4, Bright pink 2, Silver w. black 4)	varies		
\$5	ACCENTS (Welcome Door, 11 x 15 Chalkboard, Rustic Wooden Circle, Wrought Iron Card Holder)	1 each type		
\$25/hr	BARTENDER in Clubhouse (min 3 hrs = \$75 each)	2		

\$ _____ +tax

Event Date _____

Name of Group _____

Contact _____

Address _____

City / State / Zip _____

Primary Phone _____

Alternate Phone _____

Email _____

Event

- min/max # _____
- hours @ _____
- access @ _____
- ends @ _____
- tables 5'● # _____
- tables 6'□ # _____
- linens 5'● # \$ _____

Other Notes:

Quote:

- Rental 5 hrs _____
- Decor \$ _____
- Meal #/\$ _____
- non-Ridge \$100^{fee} _____
- Estimate _____

Meal non-Ridge \$100^{fee}

- Lunch # _____
- Dinner # _____
- Start @ _____
- End @ _____

Meal Includes:

Meat(s) _____

 Sides(s) _____

 Dessert(s) _____

 Drink(s) _____

 Other _____

Meeting: _____
Follow up: _____

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