



ROUGH HOLLOW
YACHT CLUB & MARINA

SPECTACULAR VIEWS . EXTRAORDINARY CUISINE .

*Thank you for considering the **Rough Hollow Yacht Club** for your upcoming event.*

Whether you want a spectacular celebration located in the Yacht Club Grand Pavilion overlooking Lake Travis or you are planning a beautiful wedding ceremony on the pristine grounds of the Rough Hollow Yacht Club, our courteous and professional staff is awaiting your arrival.

As you will see on the following pages, the Rough Hollow Yacht Club is determined to accommodate the needs of our guests. The information provided in this packet is designed to assist you with our Pavilion rental information, rental fees and guidelines as well as our contract information. Should your event require catering services, I will prepare the perfect catering menu for your event based on your palate, budget & style from our award-winning on-site caterer, The Grille at Rough Hollow. Our culinary team is fully prepared to provide premium catering services in a style to best suit the needs of your special event.

Once you have decided on a date and time for your event, I'd be happy to go over the reservation costs outlined in this packet in greater detail. **All event reservations are considered tentative until the signed contract and credit card information is received. Please fill out the following page, page 2, as submit your requested date/time for your event and return to me as soon as possible to ensure your availability.**

If you have any questions, would like to schedule a site tour of our venue, or if you would like to book your event on our calendar, please do not hesitate to contact me directly. Thank you again and I look forward to speaking with you soon. Have a wonderful day!

Best Regards,

Candace Belche
Event Coordinator
candace@grilleatroughhollow.com

t. 512.261.3444
a. 103 Yacht Club Cove
Austin, Texas 78734
w. www.grilleatroughhollow.com

PAVILION RENTAL AGREEMENT

INFORMATION, RENTAL FEES, GUIDELINES & CONTRACT

Pavilion Hours of Operation:
Sunday – Thursday: 8:00 am – 9:00 pm
Friday – Saturday: 8:00 am – 10:00 pm

I. ROUGH HOLLOW YACHT CLUB GRAND PAVILION

Yacht Club Grand Pavilion: The Rough Hollow Yacht Club Grand Pavilion is a unique, one-of-a-kind year-round facility nestled in the Texas Hill Country with majestic, panoramic views of Lake Travis. The Pavilion is the area's most beautiful venue for an event to be remembered. Events booked in the Grand Pavilion include use of the 4,000 square foot open-air stone Pavilion nestled on the edge of Lake Travis' stunning limestone cliffs and wooded shores and also includes the beautifully landscaped surrounding courtyards & private restrooms.

Seats: Approx. 200

Standing Cocktail Reception: Approx. 300

DUE TO THE HIGH VOLUMN OF PRIVATE EVENTS/WEDDINGS WE SUGGEST YOU BOOK THIS SPACE EARLY!!! Use of infinity swimming pool & fitness rooms is excluded

II. PAVILION INFORMATION

Pavilion Rental Includes the Following:

On Site Manager
Twenty 60" Round Tables
Two 6' Long Banquet Tables
Two 4' Long Banquet Tables
Three High-Top Cocktail Tables
200 White Chairs
On-site Place Setting & Glassware Rental (for up to 100 guests)
subject to change
Valet Service (gratuity not included)
Private Event Restrooms w/ Private Changing Area
Cake Cutting Service
One Hour Ceremony Rehearsal

A five-hour time block is offered for Pavilion Rentals. This does not include two hours of set-up & one hour of clean up for each event. For weddings, the five-hour time block will include ceremony & reception time. The Renter has the option of purchasing additional time at \$200/hour, if available. Pavilion Rentals shall include use of the Pavilion, area encompassing pavilion, courtyard & restrooms. **Use of swimming pool & fitness rooms is excluded.**

Hours of Operation:

The Pavilion is available 7 days a week excluding the 4th of July holiday & weekend, Memorial Day & weekend and Labor Day & weekend. The latest guests may be on premises is 10:00pm Friday and Saturday and 9:00pm Sunday – Thursday. **Facility open & close times are strictly enforced.**

Wedding rehearsal: A one-hour ceremony rehearsal may be scheduled with the Event Coordinator on Thursdays and Fridays between 11:00 am – 3:00 pm, when available.

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Limits of Occupancy:

Pavilion functions may consist of no more than 200 (+ or -) guests, including children, for seated events. For standing room only functions, there may not be more than 300 guests, including children, for events.

Reservations:

Rough Hollow reserves the right to refuse any and all applications. Please sign the Rental Agreement and return it along with the requested fees and deposits, made payable to “Rough Hollow Yacht Club” or mail to the Event Coordinator at 103 Yacht Club Cove, Austin, Texas 78734. Visa, MasterCard, Discover, American Express, Cash or Checks are also accepted.

III. PAVILION RENTAL FEES

Monday - Thursday	\$1,800 + Catering Services	\$1,000 flat rate
Friday (before 5pm)	\$2,200 + Catering Services	\$1,000 flat rate
Friday (after 5pm)	\$3,000 + Catering Services	\$3,500 flat rate
Saturday	\$3,500 + Catering Services	\$4,000 flat rate
Sunday (before 5pm)	\$2,000 + Catering Services	\$1,000 flat rate
Sunday (after 5pm)	\$2,800 + Catering Services	\$2,000 flat rate

Fees & Payment Terms:

The balance of the Rental Fee & Guaranteed Guest Count is due 30 days prior to the event date – FINAL guest count is due 7 days prior to event date. If the event is booked within 30 days of the event date, the full Rental Fee is to be paid when the signed Rental Agreement is returned. Failure by the Renter to pay any fees on the Rental Agreement by their due dates will be grounds for cancellation.

CATERING SERVICES: The term “Catering Services” includes food & beverage service, bar service, the 17% catering service/admin fee, 8.25% sales tax as well as cost of service staff for your event at a rate of \$25/hour per staff member deemed necessary by the Event Coordinator. A guaranteed guest count is due 30 days prior to event date. A final guest count is due 7 days prior to event date and cannot be changed. Final charges will be based on the actual attendance or final guest count, whichever is greater. For more information regarding these services, please contact the Event Coordinator.

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IV. PAVILION GUIDELINES

SECURITY DEPOSIT

A **\$500.00** security deposit will be due at the time of signing this Rental Agreement in addition to the 50% of designated rental fees. Deposits will be applied towards your catering services bill and should be made out to “The Grille at Rough Hollow”. Any damage, additional cleanup, unapproved building usage, extra time to depart and maintenance required after the event will be deducted from the security deposit. Failure to make any attempt to pay any additional costs will result in denial of future Facility booking requests and possible litigation.

CANCELLATION

In the event of a reservation cancellation by Lessee, Rough Hollow reserves the right to retain some or all of the deposit and rental fees paid to date, as outlined below:

- For cancellations within **90 days of event date**, Rough Hollow shall retain the \$500 security deposit plus 25% of all reservation fees.
- For cancellations within **30 days of the event date** the entire rental fee and security deposit is forfeited.
- Any cancellations must be provided in writing to Rough Hollow. Incidental charges relating to the execution of the Rental Agreement will be deducted from any deposits refunded.

SETUP & DECORATIONS

Rough Hollow reserves the right to make adjustments and changes in any setup arrangements for safety requirements. Lessee may not physically alter the existing Facility. No staples, tacks, tape or nails may be used to attach decorations. No paint may be applied. Any electrical extension cords must be approved by Rough Hollow prior to installation. Rough Hollow must approve any special decoration needs, room diagrams, and layouts for the entire Facility. Deliveries must be coordinated with Rough Hollow prior to date of event. **No rice, birdseed, artificial or real flower petals, silly string or sparklers will be allowed inside or outside the facility. Rough Hollow staff is not responsible for setting up any decorations. Rough Hollow staff is solely responsible for set-up of tables, chairs and any food & beverage service tables.**

OUTSIDE CONTRACTORS/ THIRD PARTY SERVICE PROVIDERS

All Catering must be provided by “The Grille at Rough Hollow” with the exception of a specialty cake. **Should your event require catering services from The Grille at Rough Hollow, a separate Catering Services Proposal & Contract will be written per the guests menu, specifications, etc.** Vendors chosen by Lessee must provide a full list of all vendors that wish to enter the property to Rough Hollow 30 days prior to the event. The vendor is subject to all rules and regulations required of vendors doing business on the property of Rough Hollow. If a vendor refuses or fails to comply with any of the terms and conditions specified by Rough Hollow, that vendor will not be allowed on the property at the time of the event. We cannot be held responsible for hired vendors’ actions leading up to and occurring the day of the event. For our preferred list of vendors, please contact the Event Coordinator for details.

ALCOHOLIC BEVERAGES

It is the responsibility of the Lessee to obey all applicable laws including, but not limited to, prohibition of sales to minors and intoxicated persons. Noncompliance may result in termination of the event. By signing this Rental Agreement, Lessee acknowledges that Rough Hollow is not liable for persons consuming alcoholic beverages. No outside alcohol will be allowed on the premises. All alcoholic beverage service must be handled by “The Grille at Rough Hollow”.

Bar will close 30 minutes prior to event end time without a “last call”.

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SECURITY PERSONNEL

For liability purposes, a bonded security officer / peace officer must be present at all times if there is alcohol served at any event. For events over 75 guests, or more, including children, two officers are required. This is to ensure the safety of the guests as well as the staff. Rough Hollow will reserve an officer at a rate of \$40-\$75/hour, per officer, dependent on the officer's availability & fees. Rough Hollow reserves the right to hire additional security billed to the client at a rate of \$75.00 per officer/per hour if Rough Hollow Yacht Club or the Event Coordinator deem it necessary.

****Security is required for any events that have alcohol service. \$\$**

RENTALS

Rental of additional furniture otherwise specified in this packet and place ware for more than 100 guests (including, but not limited to linens, tents etc) are not included in the venue rental fee. Rental linens and tents are not available through Rough Hollow. Deliveries must be coordinated with Rough Hollow prior to date of event. Vendors can enter the property for set up two (2) hours prior to event start time for set-up and must be off the property one (1) hour after event end time. **Rough Hollow staff is solely responsible for set-up of tables, chairs and any food & beverage service tables. YOU MUST SUPPLY YOUR OWN DECORATION STAFF.**

PARKING AND SHUTTLE

Parking is available in designated areas only. Adherence to traffic flow indicated by property signage is strictly enforced. Rough Hollow is not responsible for theft or other damage to any vehicle, or possessions therein, during, prior, or after the event. The Grille at Rough Hollow must be notified a minimum of two weeks prior to the event for scheduling. To arrange Valet Service, as well as information regarding gratuity, please contact the Event Coordinator.

****Valet Service is available and included in the Rental Fee, however GRATUITY IS NOT INCLUDED. \$\$**

SMOKING

Due to the danger of fire on the property, smoking is allowed in designated areas only. This is strictly enforced and may result in loss of partial or all of the security deposit if this provision is violated.

CLEAN UP

All decoration supplies and basic trash must be picked up and deposited by Lessee/ Contracted Vendor in the Facility trash containers. Meeting areas must be left in an orderly condition. Failure to complete any of these tasks will result in a partial or complete loss of security deposit. Rough Hollow is not responsible for any items left behind. Rough Hollow Yacht Club is not responsible for personal property lost, stolen or left in parking lot or any of the property facilities or grounds. Rough Hollow is not responsible for any items brought in by client or vendors and assumes no liability for any items. All items left after an event will be considered trash and discarded. The client will be billed for damages or missing items belonging to Rough Hollow Yacht Club from the event. **The client is responsible to communicate these parameters to their vendors. Please see "Vendor Guidelines" as this outlines all the rules for each vendor.**

HOLDOVER

The Facility must be vacated by Lessee's vendors, all personal belongings or items pertaining to the function must be removed, and all clean up completed, no later than 1 hour after the event. Failure to comply shall result in a penalty of \$200.00 per each hour every hour thereafter.

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DAMAGE

Rough Hollow staff and Lessee will inspect for damages and cleanup within 12 hours after the event. Damages to the Facility or equipment shall be paid for in full by Lessee. Lessee is responsible for any and all damages to the building, furniture, equipment, Facilities and/or grounds caused by the Lessee or anyone associated with Lessee’s use of the Facility.

INSPECTION & LIABILITY

Rough Hollow reserves the right to inspect and control all private functions and does not, cannot, and will not assume liability for (1) any personal property or equipment of Lessee or Lessee’s guests or invitees brought to the property, or (2) any injury to Lessee or Lessee’s guests or invitees brought to the property. Lessee hereby indemnifies, defends and holds Rough Hollow harmless from any and all claims, actions, damages, liabilities, costs and expenses arising out of any such event.

FORCE MAJEURE

Neither party shall be liable for any failure or delay in performance under this Agreement (other than for delay in the payment of money due and payable hereinafter) to the extent said failures or delays are approximately caused by circumstances beyond that party’s reasonable control and accruing without its fault or negligence, including, without limitation, failure of suppliers, subcontractors, carriers, bad weather, or to substantially meet its performance obligations under this Agreement, provided that, as a condition to the claim of non-liability, the party experiencing the difficulty shall give the other prompt written notice, with full details following the occurrence of the cause relied upon. Dates by which performance obligations are scheduled to be met will be extended for a period of time equal to the time lost due to any delay so caused.

INDEMNIFICATION

Lessee assumes all risk and waives all claims it may have against Rough Hollow, its managing agent, and their respective partners, directors, officers, agents, employees, affiliates and successors-in-interest (collectively and together with Rough Hollow, the “Rough Hollow Parties”) for damage to or loss of property (including theft) or injury to persons within or about the Facility arising out of (1) Lessee’s use of the Facility; or (2) Lessee’s breach of its obligations under this Agreement, except for such damage, loss or injury caused by the gross negligence of Rough Hollow or Rough Hollow’s managing agent. Such assumption and waiver shall include an obligation on Lessee’s part to indemnify, defend and hold harmless the Rough Hollow parties from and against all costs, expenses, claims and liabilities arising from such damage, loss or injury, including attorney’s fees and costs, which obligation shall survive the expiration or earlier termination of this Agreement.

NOISE ORDINANCE

The City of Lakeway has in effect a Noise Ordinance #2005-07-18-4. Noise Violation reads as follows: “Noise Violation” is a sound that exceeds any of the following allowable equivalent sound that exceeds any of the following allowable equivalent sound levels measured for duration of at least one minute: 60 dba between hours of 7:00 am and 9:00 pm. 55 dba between the hours of 9:00 pm and 7:00 am the following day. **LIVE AMPLIFIED MUSIC (i.e. Live Bands) IS NOT PERMITTED. You must request written permission for live un-amplified music such as string quartets, vocalists, etc. with the Event Coordinator.**

Any violation of this Noise Ordinance shall be the complete responsibility of the Lessee. **A violation of this ordinance, use of the facility may be cancelled immediately and all monies forfeited. All music must be OFF by 10:00pm Friday – Saturday and 9:00pm Sunday – Thursday. Any failure to comply will result in loss of security deposit.**

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VIOLATIONS

Violations of rules and regulations for use of the Rough Hollow Facility may place the Lessee on the ineligible list for future use. If there is intentional violation of these policies, use of the Facility may be cancelled immediately and no refunds of said security deposit will be made to the Lessee.

This Agreement is binding. No agreements, verbal or otherwise shall be honored or deemed valid unless a formal amendment to this contract is made and signed by both parties. If this Agreement is signed in the name of a corporation, partnership association, club or society, the person signing represents and warrants to Rough Hollow that he/she has full authority to sign such a contract, and in the event he/she is not so authorized, that he/she will be personally liable for the faithful performance of this Agreement.

LESSEE/RENTER (S)

ROUGH HOLLOW YACHT CLUB

Name

Name

Authorized Signature

Authorized Signature

Date

Date

Name

Rough Hollow Yacht Club
512-261-2288
The Grille at Rough Hollow
512-261-3444

Authorized Signature

Date



ROUGH HOLLOW
YACHT CLUB & MARINA

Credit Card Agreement Form

In order to book your event with us, we ask that you fill out this form completely. The Rough Hollow Yacht Club requires a legible signature on this form.

This form must be accompanied with a photocopy of the front side of your Driver's license. Your credit card will only be used for the purpose intended, and will be charged for the specified amount you authorize. This form will act as a signature on file for payment of our services provided to you as agreed upon.

Function/Event Name: _____

Credit Card # _____ Exp. Date ____/____

Name as it appears on the card: _____

Address: _____

City: _____ State _____ Zip _____

Phone #: (_____) _____ - _____

Cell #: (_____) _____ - _____

Fax #: (_____) _____ - _____

Email Address: _____

I, _____, knowing that my personal information is kept private authorize The Grille at Rough Hollow to charge my credit card. Further, I agree that this payment is irrevocable.

Cardholder's Signature: _____

Date: ____/____/____

The following
pages are to be
given to your
vendors.



ROUGH HOLLOW
YACHT CLUB & MARINA

ROUGH HOLLOW YACHT CLUB VENDOR GUIDELINES

Please give these guidelines to your vendors. A list of vendors is due 30 days prior to your event.

CATERER GUIDELINES:

Set-Up:

- 1. Set-Up can begin two (2) hours prior to the start of the event. If additional time is needed, you MUST coordinate with the Event Coordinator prior to the event.*
- 2. The caterer, The Grille at Rough Hollow, is responsible for table & chair set-up ONLY if the INCLUDED tables & chairs from The Grille at Rough Hollow are being used. If rented tables and/or chairs from an outside vendor are being used, you are responsible for set-up of those rentals as well as any additional decorations.*
- 3. Tables must be FULLY decorated prior to the start of the event. For ceremonies being held inside the Pavilion – RECEPTION TABLES MUST BE COMPLETELY DECORATED AND STORED AT THE BACK OF THE PAVILION.*

Bar Guidelines:

- 1. The caterer, The Grille at Rough Hollow, bartender is responsible for dispensing all alcoholic beverages.*
- 2. Alcohol may not be served to minors under any circumstances.*
- 3. The bartender must stop serving any inebriated guests immediately.*
- 4. The bar must close 30 minutes prior to the event end time without a “last call”.*
- 5. Alcohol may not be taken off the property at any time, under any circumstances.*

FLORIST/DECORATOR GUIDELINES:

Set-Up:

- 1. Set-Up can begin two (2) hours prior to the start of the event. If additional time is needed, you MUST coordinate with the Event Coordinator prior to the event.*
- 2. Tacks, staples, pins, nails or wire are not permitted. Permanent changes to the grounds or building will result in litigation and loss of security deposit.*
- 3. Candles must be encircled by glass. (votives, hurricanes, etc)*
- 4. Glitter, confetti, artificial or real flower petals, rice, birdseed, feathers and potpourri are not permitted.*
- 5. Car decorating is allowed, however, all decoration materials must be picked up and thrown away afterwards.*
- 6. Pots, landscaping materials & the grounds may not be altered in any way.*
- 7. Fireworks must be coordinated prior to the event with the Event Coordinator.*
- 8. Bubble machines, smoke machines & balloons are allowed, however you may not release the balloons outside.*
- 7. All decorations must be removed and cleaned up 1 hour after the event end time. Written requests to leave behind any rental items must be approved with the Event Coordinator.*
- 8. Tables must be FULLY decorated prior to the start of the event. For ceremonies being held inside the Pavilion – RECEPTION TABLES MUST BE COMPLETELY DECORATED AND STORED AT THE BACK OF THE PAVILION.*
- 9. Florist/Decorators & staff must be ready to vacate the property one hour after the event end time.*

RENTAL COMPANY GUIDELINES:

Set-Up:

- 1. Set-Up can begin two (2) hours prior to the start of the event. If additional time is needed, you MUST coordinate with the Event Coordinator prior to the event.*
- 2. The caterer, The Grille at Rough Hollow, is responsible for table & chair set-up ONLY if the INCLUDED tables & chairs from The Grille at Rough Hollow are being used. If rented tables and/or chairs from an outside vendor are being used, that vendor is responsible for set-up.*
- 3. Chemicals used for cleaning/bleaching of tables, chairs, etc. are NOT to be dispensed or thrown out on the grounds.*
- 4. Tables must be FULLY decorated prior to the start of the event. For ceremonies being held inside the Pavilion – RECEPTION TABLES MUST BE COMPLETELY DECORATED AND STORED AT THE BACK OF THE PAVILION.*
- 5. Rental Company Vendors & staff must be ready to vacate the property one hour after the event end time.*

MUSIC GUIDELINES:

Set-Up:

1. *Set-Up can begin two (2) hours prior to the start of the event. If additional time is needed, you MUST coordinate with the Event Coordinator prior to the event.*
2. *Set-Up is to be in the NW corner of the Pavilion for the reception. Amplifiers must be facing away from the neighboring homes.*
3. ***Live Amplified music (a.k.a. “live bands”) is not permitted. Non-Amplified Musicians are allowed but require written approval through the Event Coordinator.***
4. *Loud instruments that may be disturbing to the neighbors are not permitted.*
5. *Dancing is allowed ONLY in the Pavilion only unless a dance floor is rented to cover the grounds.*
6. *All music must be turned down fifteen (15) minutes prior to the event end time.*
7. *The On-Site Manager has the right to turn down the volume when music might be disturbing to guests or neighbors. Repeated requests to turn down the volume may result in the event closing.*
8. *Musicians must provide their own linens for tables. If tables are available, Rough Hollow can provide the table as long as you coordinate the rental prior to the event date.*
9. *Musicians must be ready to vacate the property one hour after the event end time.*

**PHOTOGRAPHER
and VIDEOGRAPHER GUIDELINES:**

- 1. Photographers and Videographers can begin two (2) hours prior to the start of the event. If additional time is needed, you MUST coordinate with the Event Coordinator prior to the event.*
- 2. Use of the Pool Area, Fitness Rooms and Restaurant is strictly prohibited.*
- 3. Outside of the contracted event date, Photographers MUST coordinate photo shoots with the Event Coordinator, i.e. Bridal Portraits, Engagement Shoots, etc. Rough Hollow is a private yacht club – If you enter the premises for a photo shoot without prior approval from the Event Coordinator – you WILL be asked to vacate the property immediately.*
- 4. Photographer, videographer & staff must be ready to vacate the property one hour after the event end time.*