



Homewood Clubhouse Rental Policies

Reservation Information

- Must be 21 years of age or older to rent the facility
- Renter must be present during the full rental and main contact of communication throughout rental
- Credit or debit card must be used to reserve and pay for the facility. Payment is due at time of reservation
- Renter must include set-up including catering time, take down, and clean up time in their reservation
- The credit or debit card used to pay for the facility rental will be charged if there is additional cleaning, damages, or going over your reserved time
- For every 15 minutes the facility is occupied by a rental group outside of the reserved hours, the renter will be charged for the time used
- Community room max capacity is 80 people. Pro shop max capacity is 24 people
- No smoking, tobacco, or vaping allowed on City property - indoors or outdoors
- The renter agrees to ensure the facility and equipment in the building is left in its original condition
- Room may be rearranged, as needed, but is to be returned to the original configuration and condition
- Tables and chairs are to remain in the building at all times
- Renters assume full responsibility of their party and guests in case of damage, theft, or disturbance during the event
- Renter responsible for cleaning after event. Cleaning supplies (mop, broom, vacuum, trash bags, etc.) are available. Ask staff for supplies
- Renter must provide sales staff if selling merchandise (non-food or beverage). The City of Ames receives 10% of gross sales. Merchandise sales receipt must be provided
- Patio is open to the public

Food and Beverage

- Alcohol must be purchased through Homewood Golf Course. No carry-on alcohol is allowed on the premises
- If purchasing alcohol during rental, renter is responsible for additional staff
- Renter allowed to bring bottled water and coffee
- Pop and Gatorade must be purchased through Homewood Golf Course
- Renter must provide food catering staff if applicable
- All food must be prepared off site
- Canned heat allowed during catering

Decorations

- Free standing or tabletop decorations only
- No nails, screws, glue, push pins, tape, or tacks
- No open flame candles
- No table confetti, sand, rice, bird seed, or loose glitter

