

**The Salem Country Club**  
**600 Country Club Drive**  
**Salem, OH 44460**  
**(234) 564-2997**



[reservations@salemcountryclub.net](mailto:reservations@salemcountryclub.net)

Hello,

Thank you for contacting your Salem Country Club to host your gathering. To confirm your reservation's party date and location, please complete the following details:

Salem Country Club Member: \_\_\_\_\_

Date of Party: \_\_\_\_\_

	BUILDING	RESERVATION	GUEST FEES
Rental ( <b>CIRCLE</b> ):	1) Clubhouse	\$25	\$4/guest (\$400 max)
Swim Season	2) Lakehouse	\$25	\$4/guest (\$400 max)
	3) Large Pavilion	\$25	\$4/guest (\$400 max)
	4) Small Pavilion	\$25	\$4/guest (\$400 max)

*\*\*\*Lakehouse may be rented on July 4<sup>th</sup> for \$125 + \$25 Reservation Fee + standard guest fees\*\*\**

	BUILDING	RESERVATION	GUEST FEES
Rental ( <b>CIRCLE</b> ):	1) Clubhouse	\$100	None
Non-Swim Season	2) Lakehouse	N/A	-----
	3) Large Pavilion	\$100	None
	4) Small Pavilion	\$100	None

**In order to meet reservation demands, please remit your NON-REFUNDABLE reservation fee with this form within 10 days of your request or your reservation will be cancelled. Mail to:**

Salem Country Club  
 Attn: Reservations  
 P.O. Box 994  
 Salem, OH 44460

Please retain the next page for your information regarding payments, rental, rules, etc....

Thank you,  
 The Salem Country Club





- 1) You must submit an alphabetized Guest List the day PRIOR to your party. Include all guests even if they are Club members. You will not be charged for members or non-members that did not appear. ALL guests must stop at the Welcome Center and register. Guests under 3yrs and over 60yrs are free.
- 2) On the day of your event you must go to the Welcome Center prior to 8:00pm to remit your payment of all guest fees, along with any added-on services or charges, to the security guard. If you do not balance out with the guard at the end of the evening and the Treasurer has to contact you, there will be a \$20 penalty added to your balance.
- 3) Please note any requests, such as extra picnic tables around the Clubhouse, a fire in the fireplace, etc.... must be communicated prior to your party. Email [Reservations@SalemCountryClub.net](mailto:Reservations@SalemCountryClub.net) to communicate these requests.
- 4) The Clubhouse currently has 8 tables and 64 chairs available. The Lakehouse has 8 tables and 16 benches. Tables and chairs cannot be taken from one building to another, but you are welcome to bring additional tables and chairs as required. You are responsible for setting up and taking down the tables and chairs.
- 5) The Clubhouse and Lakehouse have tables and chairs/benches, a dedicated refrigerator, sink with running water (water is shutoff in the winter), microwave, counter space and outlets for crock pots. The Clubhouse has a stove with oven, fireplace, and restrooms (restrooms closed in the winter). We do not provide table service or linens. Anything beyond that is your responsibility. We can provide additional items at the request of our guests for a nominal fee. Some fees will be determined at the start of the new year, communicated via the web site, bulletin boards, newsletter and other methods of communication.
- 6) The kitchen is open to all Club members regardless of who has the Clubhouse reserved. The refrigerator inside the kitchen of the Clubhouse is open for use by any and all other members at any time. Please be considerate with the amount of space you utilize in the fridge.

### **Property Rental – General Rules**

- All Club rules apply.
- All facilities must be left clean. Please sweep the floors and return tables to their original locations. Place trash in trash cans. If it is late, please place trash bags in the women's restroom at the end of the night and close the door to prevent raccoons from getting into them.
- Please do not bring any picnic tables onto the porch or in any of the buildings.
- Adequate adult supervision must be present for children and teen groups.
- Admission will be denied to any group that does not comply with these rules.

