

THE CLUBHOUSE AT **COONSKIN PARK**

To reserve the Clubhouse at Coonskin, simply call our Booking Manager. The Booking Manager can help with all details about the rooms, catering, and other questions you may have. Wireless Internet is available for your use. Once you have made your booking fill out the attached application and return it to us with your deposit and your reservation is underway.



The Clubhouse at Coonskin Park
Kanawha County Parks and Recreation Commission
Attention Booking Manager
375 Henry C Hoppy Shores Drive
Charleston, WV 25302

Bookings Monday - Friday

Phone (304) 341-8017 or 8013
Fax (304) 344 -2696

THE CLUBHOUSE AT COONSKIN PARK



The
Clubhouse offers two rooms for you to choose from, each with its own distinct appeal.

THE OAK ROOM

Has a small stage and a dance floor for wedding receptions, anniversary parties, birthday parties, dances and meetings. The room will accommodate approximately 100 people comfortably.

THE HEARTH ROOM

Has an open fireplace, a dance floor along with a wood arched ceiling accent, which offers a rustic feel to any dinner party, business meeting, wedding or reception. The room will accommodate approximately 100 people comfortably.

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brad@kcprc.com



GENERAL INFORMATION

Reservation space in the Clubhouse is available to groups and their invited guest for lectures, workshops, seminars, meetings, weddings, receptions, birthday parties, luncheons and dinners. A PARK STAFF member must be on duty when the facility is in use along with our PARK POLICE. The facility has been designated a “**SMOKE FREE BUILDING**”. All groups using the facility are expected to enforce the “**SMOKE FREE**” policy.

The Kanawha County Parks and Recreation Commission is the owner of the Foutche Clubhouse and the Family Center. It’s President and / or the Park Director are authorized by the Park Commission to refuse privileges and / or the use of the facilities when, in either of their opinion, the gathering will be detrimental to the best interest of the facility and the Park Commission.

RESERVATION PROCEDURES: Reservations to use the Clubhouse or the Family Center facilities may be made at any time, up to one year in advance, during the regular office hours. A deposit will be required at the time of the booking along with the attached contracts filled out, signed and dated.

DEPOSITS: In order to hold your room reservation, *a deposit of \$150.00 plus WV sales tax* is required at the time of the reservation. There will be a \$25.00 booking fee for any cancellations with deposit. This amount will go toward the rental fee. The room deposit made at the time of *reservation is NON-REFUNDABLE. Balance must be paid in full 30 days prior to the event.* All details of the event must be determined before final payment, which includes, number of guests, placement of tables or chairs, caterer of the event, any services such as linen rental, audiovisual equipment, and alcohol services.

**GUEST MAY NOT BRING ALCOHOLIC BEVERAGES TO SELL OR SERVE
IN THE CLUBHOUSE, HOWEVER ALCOHOL BEVERAGES ARE
AVAILABLE.**

FREE, PAVED PARKING FOR MORE THAN 200 CARS IS AVAILABLE FOR
YOU AND YOUR GUESTS.

RULES AND REGULATIONS



FOOD AND BEVERAGES: KCPRC will provide a list of approved caterers for your convenience. There will be an additional charge of (\$106.00) for a caterer not on the approved list. The Hearth Room kitchen ***MAY BE SHARED*** by both rooms.

NO FOOD TRUCKS ALLOWED IN THE PARK WITHOUT PERMISSION AND PAPERWORK

Only KCPRC employees or its ***APPROVED BARTENDER*** will serve legal beverages on KCPRC property. In providing guest with legal beverages, KCPRC will strictly enforce the rules set forth by THE WEST VIRGINIA ALCOHOL BEVERAGE COMMISSION. ***It is forbidden for guest to bring any alcoholic beverages to sell or serve in the clubhouse.***

NOTE: ANY VIOLATIONS OF THESE RULES CONSTITUTES A BREACH OF CONTRACT AND THE IMMEDIATE TERMINATION OF YOUR EVENT.

DECORATIONS: Decorations may be permitted within the building, but will require the approval of KCPRC as the event is being planned. No decorations may be attached to the floors, walls, or ceilings in such a way that might cause damage. Candle decorations must have protective covering placed on the surface areas beneath them. Any wax removal due to inadequate protection of the surface area will be the responsibility of the client, either by cleaning it themselves, or by paying a cleaning fee. ***UNDER NO CIRCUMSTANCES WILL ANY DECORATIONS OF A PYROTECHNIC NATURE BE ALLOWED.*** All decorations must be removed at the conclusion of the event, unless special arrangements have been made in writing, prior to the event.

Due to extra cleaning both inside and outside the use of rice, confetti, birdseed, and similar items commonly used for celebrations are not permitted. A cleanup fee will be imposed on those in violation of this regulation!!!

RULES AND REGULATIONS

POSTING SIGNS: Any signs directing guest to the event may be placed no sooner than the day of the event, and must be removed immediately after your event. Signs must not deface any existing park property.

MUSIC: If music is desired, the client may contact a disc jockey or band.

RENTAL FEES: The following is included in the fee charged for the rental of the facilities: Personnel, utilities, normal maintenance, and the use of tables and chairs.

KCPRC is not responsible for equipment brought into the facility. ***ALL ITEMS ARE TO BE REMOVED IMMEDIATELY FOLLOWING RENTAL***, KCPRC will not be responsible for any items left following rental.

Each party is allowed 2 hours of free decorating time. A party requiring more time will be subject to room availability and may incur extra fees for that time.

PARKING: Free lighted, paved parking for more than 200 cars is available for you and your guest.

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APPROVED CATERER'S LIST



Custom Catering	(304) 744 -7333
Bowles Boyz BBQ	(304) 984-2227
Loma Cakes + Catering	(304) 590-7376
Wellington's	(304) 343-3222

*You can choose someone off the Approved Catering list for an additional
\$100.00 fee.*

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COONSKIN CLUBHOUSE
ALCOHOL POLICY
(STRICTLY ENFORCED)

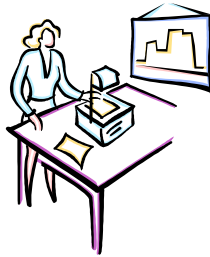
1. ***ABSOLUTELY*** no alcoholic beverages can be brought into the clubhouse. All alcohol ***MUST*** be purchased from KCPRC. Failure to comply will result in you being escorted out of the park or the entire party being ***CANCELLED***.
2. The Park Police has the right to enter the rooms and the kitchens during the event and confiscate any alcohol that is brought illegally into the clubhouse
3. The bartender or Park Police has the ***RIGHT TO REFUSE SERVICE*** to anyone who seems intoxicated.
4. Alcoholic beverages are to be consumed in the Clubhouse or the back balcony only.
5. The bartender fee does not include the price of the drinks. You can have an open bar or a cash bar. Prices are as follows, mixed drinks \$5.00 - \$6.50, wine \$4.00, beer \$3.00-\$4.00.
6. Bartender will call ***“LAST CALL” 30 MINUTES*** and ***CLOSE 15 MINUTES PRIOR*** the time noted on your contract.

I, the undersigned have read and agree to abide by all the above listed rules of
the Coonskin Clubhouse.

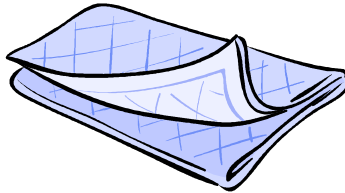
Name: _____

Date: _____

PAYMENTS TAKEN MONDAY – FRIDAY



LINENS



Linen Size / 114 X 54

\$12.00 Per Linen

Linen Size / 85 X 85

\$12.00 Per Linen

Energy Fee

\$30.00 Per Order

SERVICES



Bartender

\$150.00 Per Event

KANAWHA COUNTY PARKS APPLICATION
FOR THE USE OF
THE C. RICHARD FOUTCHE CLUBHOUSE

Today's Date: _____ Room Requested: HEARTH / OAK

Name: _____

Address: _____

Date Of Function: _____ Hours of Function: _____ TO _____

Activity: _____ Attendance: _____

Will Alcoholic Beverages Be Served? _____

(ALCOHOL MUST BE PROVIDED BY THE PARKS.)

Type Of Bar Requested:

CASH BAR: _____

OPEN BAR: _____

WINE: _____

RUNNING TAB: _____

Food catered by? _____

Name of DJ or Band playing? _____

Number of Tables:

Rounds: _____ Banquets: _____

Name: _____

SIGNED BY REPRESENTATIVE (MUST BE 21)

Home Phone: _____ Cell Phone: _____

Business Phone: _____

E-Mail Address: _____

ROOM RATES

WEEKDAYS
\$250.00 / 8-4 PM

WEEKNIGHTS
\$400.00 / 4 HRS.

WKEND/HOLIDAY
\$600.00 / 4 HRS.

A 2 hour setup and decoration time is given free. Any additional setup/decoration time will be subject to approval. A "non-refundable" deposit of \$150.00 plus tax (per room) is required at the time of reservation.

THE CLUBHOUSE AT COONSKIN
RENTAL FEES

Weekday Rates:

Monday - Friday

\$250.⁰⁰/per day

8 – 4 PM

Weeknight Rates:

Monday - Thursday

\$400.⁰⁰/4 hours

After 5 PM

\$100.⁰⁰ additional hours.

Must be requested at time of
reservation (subject to approval)

Deposit:

Half rental fee or \$150.⁰⁰
(whichever is less)
plus W.V. sales tax

Weekend/Holiday:

Friday Evening, Saturday & Sunday

\$600.⁰⁰/4 hours

\$1000.⁰⁰/both rooms

\$100.⁰⁰/additional hours

Deposit:

Half rental fee or \$150.⁰⁰
(whichever is less)
plus W.V. sales tax

You may be allowed 2 free hours of decorating time. Any additional set/up time will be subject to availability and may incur extra fees for the time. W.V. sales tax will be added to all fees.

PLEASE READ THE FOLLOWING AND SIGN AT THE BOTTOM
TO ENSURE YOU ARE AWARE OF AND AGREE TO THE
FOLLOWING STATEMENTS

1. Rental fee includes only use of the room and the kitchen appliances along with the use of the tables and chairs.
2. KCPRC'S kitchen utensils (including silverware and plates) are not to be used.
3. **ABSOLUTELY NO ALCOHOLIC BEVERAGES CAN BE BROUGHT INTO THE CLUBHOUSE. ALL ALCHOL MUST BE PURCHASED FROM KCPRC. FAILURE TO COMPLY WILL RESULT IN YOUR PARTY BEING CANCELLED.**
4. Alcoholic beverages are to be consumed in the clubhouse or the back balcony only.
5. Linens are not included, but are available for an additional fee.
6. Decorating time must be within normal business hours.
7. Events must end promptly at the time noted on your contract, otherwise a fee may be applied.
8. If you use our kitchen, you must clean it up. caterers are also responsible for cleaning the kitchen after using.
9. Children must be supervised by an adult at all times.
10. The bartender fee does not include the price of the drinks. You can have an open bar or a cash bar. Prices are as follows, Mixed Drinks \$5.00 - \$6.50, Wine \$4.00, Beer \$3.00-\$4.00
11. Bartender will call ***"LAST CALL" 30 MINUTES*** and ***CLOSE 15 MINUTES PRIOR*** the time noted on your contract.
12. The only cleaning you are asked to do in the room is to clean off tables and throw all garbage in the trash cans.
13. ***NO*** confetti or birdseed is to be used indoors along with large amounts of flowers and glitter. You are responsible to clean all decorations up.
14. ***Please keep in mind this is a public park and other events will be going on at the same time of your event.***

I, the undersigned have read and agree to abide by all the above listed rules of
the Coonskin Clubhouse.

Name: _____

Date: _____
SIGNED BY REPRESENTATIVE (MUST BE 21)

KANAWHA COUNTY PARKS .
REFUND POLICY

1. More than 60 days you get a full refund.
2. 60 days or less it is a non-refundable deposit, only refund over amount of deposit.
3. All payment is due 30 days prior to the event
4. *30 days or less no refunds at all.*
5. There will be a \$25.00 booking fee for all cancellations

Name: _____

Date: _____
SIGNED BY REPRESENTATIVE (MUST BE 21)

KANAWHA COUNTY PARKS
CATERING POLICY

Please be advised if you have chosen a caterer from our preferred list and their payment has not been paid within 10 days prior to your event Kanawha County Parks **will not allow** them to cater your event.

Name: _____

Date: _____
SIGNED BY REPRESENTATIVE (MUST BE 21)

DIRECTIONS TO COONSKIN PARK CHARLESTON, WEST VIRGINIA



DIRECTIONS

Coming from the South

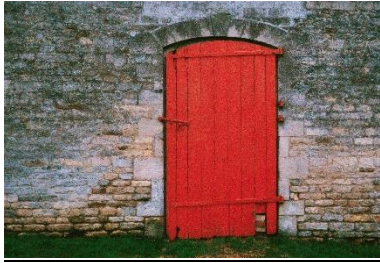
- Take I-79 North
- Exit 1 Mink Shoals
- Turn Right onto Pennsylvania Avenue
- Approximately 1/2 mile to Coonskin Entrance on right.

Coming from the North

- Take I-79 South
- Exit 1 Mink Shoals
- Turn Left onto Pennsylvania Avenue

Approximately 1/2 mile to Coonskin Entrance on right

IMPORTANT
PLEASE READ AND SIGN



We would like for all persons hosting an event at the coonskin clubhouse to be advised that in order to keep the banquet rooms at a cool temperature, all the doors must be kept closed. *At no time are the outside doors to be left open. This rule must be followed in order to keep the air condition working efficiently.*

Kanawha County Parks & Recreation will not be responsible for keeping the room cool, if this rule is not followed.

Respectfully
Booking Manager
Brad Maschari
304-341-8017
brad@kcprc.com

**PLEASE READ, SIGN, AND RETURN ALONG WITH ALL SIGNED
CONTRACTS.**

Name: _____

Date: _____