

The Country Club

Wedding and Events Contract

Thank you for considering The Country Club for your special event. The Clubhouse and surrounding golf course offer spectacular views and provide a picturesque setting for wedding receptions, social functions, and corporate events. We offer plated dinners, buffet dinners, and elegant hors d'oeuvres with everything you desire. Our banquet rooms, consisting of both large and small, are perfect to host your event. The management and staff would like to offer their services to make your event memorable by assisting you in planning the perfect event with all of the right touches to compliment your personal style.

GUARANTEES:

At the time of booking a special event, an estimated number of guests are required. A final number of guests are required no later than 14 days prior to the event. The final guest count will be considered a guarantee and client agrees to pay the per person menu charge agreed upon for the appropriate number of guaranteed guests. If the client fails to provide a final guaranteed guest count by the due date, The Country Club will provide food for the number of people specified in the estimated guest count portion of this contract, and client agrees to pay for the same.

DEPOSIT AND BILLING:

- 1. To secure a date for any event, deposits of \$500 for weddings and receptions and \$250 for specialty events are required. Events can be canceled or postponed up to 30 days prior to the event, after the 30 day mark all deposits become non-refundable in the event of cancelation.**
- 2. Any deposit will be credited to the event cost due.**
- 3. Payment shall be in the form of a check, cashier's check, or cash – credit cards are acceptable, with the addition of 3% of the total bill for a convenience charge.**
- 4. Payment is expected, in full, 10 days prior to the event, unless other arrangements have been made with the Events Coordinator. Balance and bar bill are also due the day of the event.**

FOOD AND BEVERAGE POLICY:

- 1. No food or beverage of any kind will be permitted to be brought into The Club facility without approval by management.**
- 2. Menus and food prices are subject to change at any time up to 60 days prior to the function in order to meet changes in market values. The client agrees to pay all increased costs as a result thereof.**
- 3. The Country Club is not responsible for quality of food once it has been removed from the premises.**
- 4. A Portable Bar is available for parties of 100 guests or more. Parties of fewer than 100 guests or if The Country Club is normally closed, that want a Portable Bar there will have an additional \$150 Setup Fee.**
- 5. Client agrees to pay full amount for all special order items, such as liquor or linen not carried by The Club, at completion of event.**
- 6. There will be a \$30 charge for small outside items brought in, such as cookies, candies and a \$1 per person charge if The Country Club staff is in charge of cutting a cake.**
- 7. Standard Table Setting with Table Cloth, Rolled Silverware and a water goblet are provided. Additional fees for Centerpieces, napkin folds, chair covers and other décor, are determined per event.**

LOST OR STOLEN ITEMS:

The Country Club is not responsible for any damages to or loss of Client or Client's guests' property.

EVENT RENTALS AND SERVICES:

All rentals of equipment and services must be arranged and/or approved by The Country Club. Fees for those rentals and services will be the responsibility of the client and will be included in the event estimate where appropriate.

FACILITY PROPERTY AND GROUNDS:

Any damages to Country Club property, including linens, glassware, flatware, carpeting, building interior or exterior features, and grounds, is the responsibility of the Client. Your deposit will not be credited toward event costs until damages are assessed.

All guests MUST remain between paved paths and the Clubhouse, no one is allowed on the greens and fairways.

MUSIC POLICY:

The Country Club Management will monitor noise levels and hours for music.

ADDITIONAL TERMS AND CONDITIONS:

- 1. A 22% service charge will be charged to all food and beverage totals. 6% sales tax is applicable to all banquet charges.**
- 2. All functions are delegated four (4) hours of facility use. Additional hours are billed at \$100 per hour, with the exception of golf outings.**
- 3. The Country Club and/or any of its employees are not responsible for supervising Client's guests' behavior. Client shall be liable to The Country Club for Client's guests' negligent acts or willful misconduct, and Client agrees to pay for any property damage created thereby.**
- 4. We reserve the right to refuse service to anyone. Anyone 21 years of age or younger found in the possession of alcohol will be asked to leave the premises immediately. All college student functions of 40 or more people must have security provided by the client.**
- 5. The Country Club is not liable to the Client for loss of profit or actual or consequential damages occasioned by its inability to perform any of its obligations under this agreement by reason of fire, force majeure, unavoidable casualties, or acts of public authorities.**
- 6. Our facility is smoke free; the only smoking areas are outside. The Pool is also a smoke free area.**
- 7. NO LOOSE GLITTER, GEMS, CONFETTI, SILLY STRING, SAND or FIRE CRACKERS – if used there will be \$100 cleaning fee added to the bill - all craft and other supplies must be approved by management before use at The Club.**
- 8. Client must obtain prior written consent of The Country Club for the placement of any display on The Country Club's premises or entrances and arrangements for music, entertainment, and photographers.**
- 9. Client agrees to provide some form of entrée indication at the guest tables when more than one entrée is being served to guests (i.e. F for fish, B for beef, and C for chicken) as well as a complete list of guests and their menu choices.**
- 10. The Country Club has a Business Casual Dress Code. Slacks and collared shirts are preferred. No faded or ripped jeans, no Graphic Print shirts or political/opinion related slogans.**

STANDARDS FOR THE COUNTRY CLUB

Linens:

**One 90" white round table cloth per table
One napkin per person (Rolled or Folded)**

Tables and Chairs:

**60' Round Table
6-8 Chairs per table**

ACKNOWLEDGEMENT

BY SIGNING THIS CONTRACT, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE TERMS AND POLICIES DESCRIBED IN THIS AGREEMENT.

Event Host Name _____

Event Host Signature _____ Date _____

Event Name _____

Billing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Event Date _____ Estimated Guest Count _____

Guaranteed Guest Count Due Date _____

Contact Information (if different than Host)

Name: _____

Email: _____

Phone: _____

Event Coordinator Signature _____ Date _____

SECURING CREDIT CARD

VISA - MASTERCARD - DISCOVER - AMERICAN EXPRESS

CARD NUMBER _____ - _____ - _____ - _____ EXP DATE ____/____ CVC # _____

SIGNATURE _____

