

# Springfield Golf & Country Club

## TERMS AND CONDITIONS FOR BANQUETS, RECEPTIONS & PRIVATE FUNCTIONS

**NAME OF EVENT**

**DATE OF EVENT**

**Deposits/Payments:** A non-refundable \$\_\_\_\_\_ deposit is required to reserve the requested date and facility for your event. Room deposit amounts are subject to change based on event size. Should the Host cancel the event with less than one week notice, expenses incurred by the Club in loss of income, purchases, preparation and administration cost will be billed to and be the responsibility of the Host or sponsoring Member for a non-member function. This charge will be in addition to the deposit.

**Food and Beverage Minimum:** By Signing below, the Event Host agrees to at least meet the following Food and Beverage Minimum for the above stated function. The minimum applies to Food and Beverage ONLY; miscellaneous sundries, room rentals etc. to not count towards the minimum.

**FOOD AND BEVERAGE MINIMUM: \$ \_\_\_\_\_ DEPOSIT: \$ \_\_\_\_\_**  
**ROOM RENTAL: \$ \_\_\_\_\_**

**Guarantee:** Menu selection and minimum meal guarantee are due two (2) weeks prior to the event. **Final** guest count is required one (1) week prior to the event. All costs incurred are per person based upon guaranteed or actual attendance; whichever is greater. **No CREDIT CARD payments or CASH will be accepted** – check or money order only.

**Catering:** Springfield Golf and Country Club must furnish all food and beverage, with the exception of wedding and birthday cakes and edible party favors. Outside catering is not permitted on the Club's premises. Fairfax County Health Department regulations do not allow the removal of leftover food or beverages from the Club premises following your function.

**Dress code:** Jacket for men and proper attire for ladies (unless provisions are made for a theme party). The sponsoring Member, as well as the Host, is responsible for communicating Club policy in terms of dress code and decorum to guests.

**Compliance:** Members and Guests are responsible for conducting the function in an orderly manner and in full compliance with applicable laws, regulations and Club Policy. Member/Host assumes full responsibility for the conduct of their guests and for any damage to the Club's premises or theft of property. Guests attending the function are required to stay in their designated areas. For child birthday parties, Sweet Sixteen parties and Bar/Bat Mitzvahs, the Club requires hired security personnel and a refundable cleaning fee, which will be processed following the event per the discretion of Club Management. The Club will not assume any responsibility for any loss or damage to any property left on the premises, prior to, during or after the event. The use of rice, confetti or birdseed is strictly prohibited.

No person under 21 years of age may be served wine, beer, or liquor. Any individual appearing to be under the legal drinking age will be required to show proper identification to consume alcohol. The Club reserves the right to inspect and control all private parties, meetings, receptions, etc. being held on the premises. Smoking is not permitted in the building.

A 20% service charge and the required Virginia state sales tax will be added on all Food and Beverage charges. Under Virginia law, the Club must apply the state sales tax to the Room Rental Fee. Payment in full is required 72 hours prior to the event. Estimated charges will be based on guest guarantee. Any balance owed which is not paid within 72 hours after your Event will accrue interest at the rate of 1.5% per month. In the event the Club engages legal counsel to collect any balance owed following your Event, the undersigned agrees to reimburse the Club for all reasonable attorney's fees and expenses incurred by the Club in collecting such amounts.

**In the event your Event is cancelled as a result of the loss of use of Club facilities as a result of a strike, riot, earthquake, fire or war or the loss of public utilities servicing the Club (unless such utilities are replaced by temporary means), the Club agrees to reimburse you, as your sole remedy, of all sums paid to the Club for the Event and neither party shall have any further liability to the other. This provision shall not apply if your Event is cancelled solely as a result of inclement weather.**

**\*Important Note:** The attached form must be completed, signed, dated, and returned as soon as possible.

As a representative of this function, I agree to the above terms and conditions set forth by the Club.

Event Host \_\_\_\_\_ Date \_\_\_\_\_

11/15

# Springfield Golf & Country Club

TERMS AND CONDITIONS FOR BANQUETS, RECEPTIONS & PRIVATE FUNCTIONS

## IRS - CLUB INCOME TAX FORM SHORT FORM

The following information must be maintained for Club functions at which more than eight persons are present and less than 75% are members of the Club.

Event Host Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Member Name (if acting as event sponsor): \_\_\_\_\_

Account Number (If member, otherwise Club to assign event account #): \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Estimated # of guests attending \_\_\_\_\_ Members \_\_\_\_\_ Non-members \_\_\_\_\_

\$ \_\_\_\_\_ Total Amount of Deposit Check

\_\_\_\_\_ This check will be paid by me without reimbursement (Member Income)  
*Choose this line if you are a Member, or if the event cost is being covered by a member*

\_\_\_\_\_ This check will be paid by my guest or I will be reimbursed by my guest (Non-member Income)  
*Choose this line if you are NOT a Member*

\_\_\_\_\_ This check will be paid by my employer as a business expense and is deemed to be member income  
(Complete Long Form)

(Fill in names of members below if applicable)

---

---

Event Host Signature: \_\_\_\_\_

Member Signature (if acting as event sponsor): \_\_\_\_\_