

Manteno Golf Club & Learning Center**7202 North 4000 E. Road****Manteno, IL 60950**

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The following is an agreement between the undersigned and Manteno Golf Club for the Use of the Banquet Facilities at MGC

DATE	DAY	TIME	# OF GUESTS	
EVENT NAME		CONTACT NAME		
ADDRESS		CITY	STATE	ZIP
PHONE #	ALT. PHONE #	FAX	E-MAIL	
SIGNED CONTRACT DUE		DEPOSIT AMT.	DEPOSIT DUE	

DEPOSIT: A non-refundable deposit of 25% of the total amount is required upon signing of the contract to confirm the function space. Full payment is required 14 DAYS prior to your event. Payment can be made in the form of cash, check, cashier's check made out to Manteno Golf Club or major credit card. If the event is cancelled between the 13th and 8th day of the event, then you are responsible for 50% of the total event agreed upon cost. If cancellation occurs less than 8 days of the event, then full payment of the agreed upon cost will be charged. A \$300.00 deposit is needed to reserve a date for an event.

BAR / BEVERAGE: All persons consuming liquor on the premises must be of legal age, as imposed by Illinois State Law. All alcoholic beverages must be consumed inside the building, and may not be brought outside at any time. MGC reserves the right to refuse service of liquor to any member of your group at any time during the event. Obviously intoxicated guests will not be served any alcoholic beverages and if necessary, asked to leave the premises. Should MGC find that a customer or guest has brought any type of alcohol onto the premises without prior written approval by MGC management of staff, or allows any minor to consume any alcoholic (everyone must have a valid ID in their possession), MGC reserves the right to close the bar immediately and / or terminate the function entirely at the customer's expense. _____ **INITIAL**

FOOD AND BEVERAGE: No Food or Beverages, with the exception of a cake from a Bakery, will be permitted to be brought into or removed from MGC by the patron's guests. _____ **INITIAL**

NO OUTSIDE ALCOHOLIC BEVERAGES ARE TO BE BROUGHT ONTO THE PREMISES. Persons bringing alcohol onto the premises will be asked to leave. MGC will follow state and local laws pertaining to the sale and consumption of alcoholic beverages. Professionals hired to work a function are not permitted to consume alcoholic beverages while they are performing their specific duties. _____ **INITIAL**

DECORATING: The patron is responsible for their decorations such as centerpieces, etc. (with the exception of MGC rentals). There will be a \$100.00 fee imposed if either confetti or glitter is used in the decoration. Customer is only required to remove all decorations, must be done after the event if there is a prior booking for the next day. _____ **INITIAL**

SECURITY POLICY: Manteno Golf Club may require hired security for certain events or a specific number or chaperons for events that are youth oriented, at the customers expense. _____ **INITIAL**

MGC SPECIFIC USE: Items to be served, menu prices & whether alcoholic beverages will be served must be noted under separate cover. _____ **INITIAL**

PERSONAL ITEMS: Manteno Golf Club assumes no responsibility for damage or loss of any personal items belonging to the customer or the customer's guests left on the premises before, during or after the event. _____ **INITIAL**

FINIAL DETAILS: It is the responsibility of the Customer to set up an appointment 14 days before the event to discuss final details such as room setup, headcount and to make final payments. All final payments are due 14 days before the event unless other arrangements have been made. All payments must be paid in full in the form of cash, money order or check. A service fee of \$50 will be applied to all returned checks. _____ **INITIAL**

INDEMNITY / LIABILITY RELEASE: The customer, on behalf of the customer and all the customers guests, expressly agrees to indemnify, release and hold MGC harmless of, from and against any and all loses, cost of collection, damages, attorney fees, expenses and all claims and liability growing out of, or resulting from this agreement, customers and customers guests, or third parties personal injury associated with use of said premises (including but not limited to slips and falls), the service and consumption of alcoholic beverages and / or food, and any act of negligence by the customer or customer's guests. MGC is not liable for any utility outages. No refunds will be made should utility service be interrupted. The customer shall assume full responsibility for the character, acts and conduct of all guests attending the event during the term of the reservation and the customer shall comply with all laws, ordinances, rules and regulations of MGC, as well as the State of Illinois and the Township of Aroma Park. If a violation occurs and is not immediately corrected, MGC will terminate the event and no refund will be permitted. _____ **INITIAL**

AUDIO / VISUAL SERVICES: Customer is responsible for all charges relation to audio / visual services unless otherwise specified. _____ **INITIAL**

THE UNDERSIGNED AGREES TO THE TERMS AND CONDITIONS ABOVE:

SIGNATURE:

DATE:

MGC BANQUET MANAGER:			
EVENT REPRESENTATIVE:			
REPRESENTATIVEV CONTACT INFO: PHONE#		E-MAIL	
AMT. PAID:	DATE PAID:	METHOD OF PAY	CHECK/CC #:

