



All catering agreements are subject to the regulations of Valleywood Golf Club.

**FOOD & BEVERAGE:** No food or beverage shall be brought into the banquet rooms, restaurant or lounge by any patrons or attendees from outside sources. If food or beverage is brought into the meeting/dining room an additional \$75.00 will be charged to the clients invoice. In addition, no remaining food is allowed to leave the premises. All food and beverage prices are subject to change. A 18% service charge and applicable sales taxes will be added to all food and beverage and audiovisual equipment.

**GUARANTEE:** Confirmation of your attendance is required two weeks in advance of your function. This number is considered your minimum guarantee not subject to reduction: increases will be accepted upon availability of food and staff. If no guarantee is received the highest expected count will be considered your minimum guarantee for billing purposes.

**Room Rental:** Small Banquet room rental is \$100. Large Banquet room is \$700 or both banquet rooms for \$750. Lounge rental is \$250. Small Banquet Room rental based upon 4 hours of usage. Large Banquet Room or Lounge rental based upon 5 hours of usage. Additional usage fee per hour is \$75.00 for Small Banquet and \$100.00 for the Large Banquet Room or the Lounge.

**FUNCTION ROOMS:** The Golf club reserves the right to assign meeting/banquet space based on the number of anticipated attendance and program requirements. Changes in attendance, meeting requirements and/or food and beverage will result in additional charges. Should your final program change or number of attendees drop more than 25% additional charges for meeting room rental may apply? Any last minute changes in room set differing from the signed contract will result in \$50.00 charge, Adherence to the times agreed upon for your function is appreciated. In the event your scheduled function exceeds the contracted time, you must contact the food and beverage office. Every effort will be made to accommodate your needs. Any damages or if excessive clean up is required, there will be an additional charge of \$100.00 to cover damages and/or clean up, this will be determined by Valleywood management. Confetti and glitter are not permitted in the functions rooms at any time, use of either will result in a fee of \$100.00 added on to the invoice.

**CANCELLATION POLICY:** Clients who need to cancel their function 15 days prior to the event date will be subject to a cancellation fee of 25% of the total estimated food and beverage revenue and 100% of the room rental fee and all advance deposits. Cancellation within 14 days of the scheduled event will be subject to a cancellation fee of 50% of estimated total revenue reflected on your contract. Due to unforeseen circumstances Valleywood Golf Club reserves the right to cancel a function without cost to the club or management companies.

**SHIPPING & RECEIVING:** The club will not assume any responsibility for the damage or loss of merchandise sent to the club for storage.

**LIABILITY:** Guests assume the entire responsibility for losses, damages and claims arising from injury, damage or loss to its or any exhibitor displays, equipment or other property brought or sent to the club and shall indemnify the Club, its agents and employees from and all such losses damages and claims. Client agrees to be responsible for any damage done to the club by patrons or patrons' guests. Valleywood Golf Club assumes no responsibility for acts of God including power outages.

**SECURITY:** The club will not assume responsibility for the damage or loss of any merchandise or articles left in the club prior to or following your event. If security is required to maintain order due to size and/or nature of your event the club may require security personnel at your expense

**AUDIO VISUAL:** A wide selection of audio visual equipment and services can be made available on a rental basis from a private vendor excluding some basic audio visual needs. Special engineering and/or electrical requirements must be specified to the Catering Department at least 2 weeks prior to the function. The client is responsible for any charges that may incur concerning these needs.

**CLEAN-UP:** Reasonable clean up is the responsibility of Valleywood employees, excessive clean up will result in an additional \$100.00 cleaning fee. To be determined by management this includes the use of confetti and glitter which are not permitted in the banquet rooms.

**BILLING:** An advance deposit equal to the room rental is required to reserve your requested date. All advance deposits are non-refundable. Deposit equal to the room rental is required to hold the date of your event. Total payment for the event must be paid two weeks or 10 business days prior to the event. If paying with personal check we must receive the check three weeks prior to event. Total banquet charges are payable in cash, cashiers check or credit card two weeks prior to function.

**Function Details:** A Banquet Event order will be made available to you by Valleywood. It will contain all the details of your function and will serve as your contract to the specifics of your event. It can be changed and or modified only with approval from both parties. Final guest counts will be due 1 week prior to your event and will serve as the guarantee, you will be charged for this number and it cannot decrease after this time. Increases are allowed no later than 3 days prior with regard to available space.

**ANY CHANGES IN CONFIRMED ARRANGEMENTS MUST BE GIVEN TO THE GOLF CLUB IN WRITING AND MAY NECESSITATE A RE-EVALUATION OF LABOR/ROOM CHARGES**

Type of function or event: \_\_\_\_\_

Primary contact information: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Room Rented: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Booked Date \_\_\_\_\_

Expected Arrival time: \_\_\_\_\_ Departure: \_\_\_\_\_

Advance Deposit \$ \_\_\_\_\_ paid \$ \_\_\_\_\_ required

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Valleywood Representative: \_\_\_\_\_ Date \_\_\_\_\_