

Gracewil Country Club

Banquet Reservation Agreement

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Reservation Fee:

- The reservation fees are:
 - \$300.00 for the interior of the clubhouse.
 - \$175.00 for the south porch.
 - \$425.00 for the interior of the clubhouse and the south porch.
 - \$550.00 for an on-course ceremony (chairs included).
- Included in the reservation fee are room set-up, bartender, clean-up, and any additional set-up such as a gift table, DJ table, microphone, etc.
- The reservation fee is for no more than a six hour time period.

Deposit:

- A deposit is required at the time you book your event.
- The deposit is equal to the room reservation fee and will be applied to your final bill.

Cancellation:

- A cancellation must occur at least 90 days prior to the scheduled event or the deposit will not be refunded.

Payment:

- Payment may be made by cash, check, cashier's check, or credit card.
- All prices are subject to change and can be confirmed three months prior to event.
- Thirty days prior to the event, 50% of the estimated bill is due.
- Payment of the final bill is due at the conclusion of the event.

Food & Beverage:

- All food service and beverages must be provided by Gracewil Country Club (except for specialty cakes and candy favors).
- All food and beverage are subject to state sales tax and 18% service charge.
- Food and alcoholic beverages may not be removed from the premises due to state regulations.
- All federal, state, and local laws referring to food and beverage will be strictly adhered to. We cannot serve alcohol to anyone under 21 years of age. If there is a question regarding age, picture ID is required.
- All bars will close at 12:00am.
- Gracewil Country Club must be notified of a final guaranteed number for food and beverage 14 days prior to the event.
- Food and beverages will be charged according to the final guaranteed number or the actual number present at the event, whichever is greater.

Linens:

- Gracewil will provide white tablecloths and napkins free of charge. Different colors are available upon request for an additional charge.

Decorations:

- Items may not be taped or tacked onto the walls, ceilings, or other surfaces in the facility.
- Confetti and glitter are not allowed.
- All candles must be enclosed in glass. No open flames.

Outside Services:

- All performers and other entertainment must be approved by Gracewil management.
- All entertainment must end by 12:00am.

Liability & Damage:

- The event host shall be responsible and be charged for any damage, loss, or liability incurred on the premises by the client, their guests, and/or any person or organization contracted by the client to provide services for the event. The client is responsible for the conduct of all who attend.
- Gracewil shall not be responsible for any damage or loss of merchandise or personal articles left on the premises prior to or after the event.

Date of Event: _____ Time of Event: _____

Estimated Number of Guests: _____

Name of Party: _____

Address: _____

Contact Phone Number: _____

I have read, understand and agree to the above policies.

Signature _____ Printed Name _____ Date _____