

Banquet Reservation Agreement

Reservation Fee:

- The reservation fees are:
 - Interior of the Clubhouse
 - \$75.00 per hour (3 hour minimum)
 - South Porch
 - \$50.00 per hour (3 hour minimum)
 - \$25.00 per hour with interior rental
 - On-Course Ceremony
 - \$550 with chairs included
 - Porch Ceremony
 - \$300 with chairs included
- Included in the reservation fee are room set-up, bartender, cake cutting, clean-up, and any additional set-up such as DJ table, gift table, microphone, etc.
- A deposit is due at the time of booking. The deposit is equal to the room reservation fee and will be applied to your final bill.

Payment and Cancellation:

- Payment of the final bill is due at the conclusion of the event.
- Payment may be made by cash, check, cashier's check or credit card.
- All prices are subject to change and can be confirmed 90 days prior to event.
- A cancellation must occur at least 90 days prior to the scheduled event or the deposit will not be refunded.

Food and 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 (6%) and service charge (18%).
- 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 fifteen minutes before the end of the event (11:45pm at the latest).
- Gracewil Country Club must be notified of the 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 with the purchase of meal service.
- Linens will be an additional cost without full meal service.
- Colors other than white are available upon request for an additional cost.

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 fifteen minutes prior to the end of the event (11:45pm at the latest).

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.

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

Signature

Printed Name

Date