

## BanBury Golf Course – Banquet Contract

A signed contract and valid credit card is required in order to confirm space and event.

### Deposit/Payments \_\_\_\_\_ (initial)

- 50% of the room rental is due at time of booking.
- All outstanding balances must be secured with a valid credit card five days prior to the event and settled at the conclusion of the event unless other payment arrangements have been made prior to the event.
- Children under the age of 12 will be charged at half of the menu price.
- All unpaid balances are subject to a late fee of \$20.00 daily until payment is paid in full.

### Cancellation Policy \_\_\_\_\_ (initial)

- Cancellations within 6 months of the event date results in the forfeit of the deposit.
  - Balance\* will be charged if the event is cancelled within seven (7) days prior to event date.
- \* Balance is defined as goods and services quoted on banquet event order as provided to client.

### Food & Beverage Policies \_\_\_\_\_ (initial)

- A final menu must be submitted 21 days prior to the function.
- Menu prices as quoted are firm for 60 days only, regardless of when a deposit was received.
- Prices are subject to change without notice.
- BanBury will prepare 5% over the guaranteed numbers and is not responsible for meal service that exceeds the 5% overage.
- In order to best provide for you and your guests, final guest counts are due at 5:00 PM, five days prior to the event. This final guest count is the amount that will be billed. In the event that guest count increases, those numbers will be added to final invoice. If the guest counts are reduced after the required 5-day notice, the original number will be billed. At that time, event agreements will be finalized. If BanBury does not receive the final count, we reserve the right to discontinue the service agreement and charge the contract signer any accrued expenses.
- Our professional staff will assist you in estimating the proper amount of wine, champagne and spirits for your wedding party demographic, however; any portion not consumed during your event will be billed and must leave the premises unopened.
- For health and safety reasons buffets will be set for a 1.5 hour serve time.
- BanBury does not permit the removal of food from the premises.
- No outside food is permitted on golf course premises, with the exception of wedding cakes. There is a \$25.00 cake cutting and serving fee available for outside cakes.
- No outside non-alcoholic beverages are permitted on the golf course premises.
- No outside alcoholic beverages are permitted on the golf course premises.
  - If outside liquor is found on the premises, the group is subject to a \$500 fee.
  - A \$10.00/bottle corkage fee and \$75.00/keg tap fee will be applied to any alcoholic beverage that is not purchased through BanBury Restaurant.

### Scheduling \_\_\_\_\_ (initial)

- The group agrees to start the function at the scheduled time. If there is going to be a delay in the start of the function it is the responsibility of the group representative to notify the banquet staff. If the delay exceeds a half hour the group may incur additional charges.
- The group representative and/or group members agree to arrive and vacate the facility at the scheduled time or you will be subject to the \$350.00 per hour additional time charge.

### Property Damage & Clean Up \_\_\_\_\_ (initial)

- The person or organization assumes responsibility to reimburse BanBury for all damage to the establishment's property and/or rented property, which may include, but is not limited to, fixtures, furnishings, and other accessories. The person or organization will surrender the rooms in the same order and condition as they were at the beginning of the function.

### Clubhouse Policies \_\_\_\_\_ (initial)

- BanBury Golf Course, which includes The Clubhouse Restaurant, is a public golf course and dining facility, with dual purposes. We ask that all guests be aware of this, as occasionally, events can overlap. We make every effort to ensure that your event runs smoothly with as little interruption as possible.
- The Noise Ordinance of the City of Eagle does not allowing music to be played on any of the outside premises after 10:00 P.M. There are no exceptions to this law.
- Patrons and/or guests will confine themselves to the specific rooms rented, and use such entrances and exits designated as to not interfere with anyone playing golf or utilizing BanBury's Restaurant. Nobody is allowed on the golf greens, sand traps, or within 20 feet of the lakes at any time.
- Management will not be responsible for any personal belongings lost, stolen, or left on BanBury property.

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

**Clubhouse Policies (continued) \_\_\_\_\_ (initial)**

- Management reserves the right to cancel this agreement without notice and without liability when in the event of breach of contract by the engager or where the rules were not observed or where functions are of a nature not acceptable to this establishment (i.e. No strip dancers, underage drinking or indoor smoking).
- The BanBury Golf Clubhouse shall not be liable for its failure to perform this contract if such failure is due to, but not limited to fire, flood, earthquake, foul weather, or any emergency condition that is beyond the control of management prevention or interfering with performance.
- All decorations must be "free standing" and may not be attached to any Clubhouse furniture or fixtures with tacks, tape, nails, or glue. No glitter or glitter products can be used for decoration. Outside decorations are permitted with prior consent from Clubhouse Management.

**Additional Charges \_\_\_\_\_ (initial)**

- BanBury charges a 20% service fee and a 6% state tax on the total amount of the invoice. This is not negotiable. The 20% services fee covers management wages, staffing, the process of renting equipment, consultations & food and wine tastings for your wedding.
- Any changes to the event structure, including but not limited to linens, room setup, etc. occurring within five days of the event date are subject to a charge of \$50.00 per change.
- Management reserves the right to charge a minimum of \$75 per hour, for any services requiring BanBury management or service staff to go above and beyond their normal duties. This may include but is not limited to; the removal of any or all of our tables and/or chairs, any set up deemed by management as excessive or requires the removal of BanBury's own décor theme, etc. Client will be charged for any rental, delivery, set up, tax, etc. for any equipment needed that is not included in BanBury's room rental price.

*This agreement is not assignable. I have read, understand and agree to these conditions.*

**Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Print Name:** \_\_\_\_\_

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

**Contact Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_  
\_\_\_\_\_

**Room(s) Reserved (circle all that apply):** Entire Facility / Main Room / Harbottle Room /  
West Patio / North Patio / Both Patios / Lawn Area

**Room Fee:** \$ \_\_\_\_\_ **Function Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Estimated Start/End Time:** \_\_\_\_\_ - \_\_\_\_\_ **Estimated Number of People:** \_\_\_\_\_

**Valid Credit Card Number:** \_\_\_\_\_

**Credit Card Type (Circle One):** VISA / MC / AMEX / DISC **Expiration Date:** \_\_\_\_/\_\_\_\_  
*Credit card, check or cash is required at night's end for final payment.*

- 50% of room rental amount due today Amount: \$ \_\_\_\_\_
- Finalization of all event details due on or before: \_\_\_\_/\_\_\_\_/\_\_\_\_ (21 days prior)
- Final head count is due on or before: \_\_\_\_/\_\_\_\_/\_\_\_\_ (5 days prior)

**BanBury Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_