

# Bruce Hills Banquet Terms & Conditions

586-752-7244 Phone 586-752-9499 Facsimile

## (Reception Contract)

Thank you for choosing Bruce Hills Golf Club for your upcoming event, the terms and conditions are listed below. To ensure the quality of your event please review the following:

This agreement is between \_\_\_\_\_ and Bruce Hills Golf Club.

The date of the event is \_\_\_\_\_ Contact number is \_\_\_\_\_.

### Reservation and Deposit

To reserve the banquet room for any event a deposit of \$750.00 is required. The deposit is due upon receipt of the contract and is non-refundable.

### Guaranteed Number of Guests Balance Due

The balance for the guest count is due 120 days prior to the event. All extras will be due at the two week meeting. No credits will be issued if guest count is less than the actual guaranteed number agreed on this contract. Due date:

### Room Rental

The Bruce Hills Banquet room rental is \$50 per hour. This fee covers the use of standard linens, napkins, skirted tables, china, silverware, and cleaning charges. This fee is due to hold the room for your event and is a separate charge.

### Hours of Operation

The banquet room is available from 6p.m. to 11:00 p.m.. \_\_\_\_\_ Set up for decorations are allowed prior to the event. Please contact the general manager for further details.

### Guaranteed Number of Guests

The number of guests attending is \_\_\_\_\_ at \$ \_\_\_\_\_ plus 6% sales tax and an 18% gratuity. If unaware of the details at this time the following will apply: Function details, including the extra guests attending, room set up, or special considerations are due two weeks prior to the function. This guest count will be considered a minimum guaranteed guest count. Bruce Hills Golf Club cannot be held responsible for providing additional services for more than five (5) percent of the guaranteed number of guests.

### Music, Entertainment and Other Vendors

All service providers, including bands, disc jockeys, florist, bakers, etc may begin to set up three hours prior to the event or thereafter. Please, no glitter, confetti, or any similar items on the premises. The structural integrity of the wedding cake is not the responsibility of Bruce Hills.

### Payment of Account

Full payment for final count, seating chart, and final menu selections are required no later than two weeks prior to the function. Any remaining charges must be paid in full one week prior to event. All food and beverages are subject to a six (6) percent sales tax and eighteen (18) percent gratuity.

### Cancellation

In the event that your function is cancelled for any reason prior to the event, any monies paid will be forfeited due to the expenses incurred and the reservation of banquet facility.

### Damage and Loss of Property

Bruce Hills Golf Club does not accept responsibility for damages or loss of items in the building prior, during or after the event. Organizers are financially responsible for any damages sustained to the building, property or equipment by the client, their guests or outside contractors prior to, during or after the event.

### Labor Charges

It is agreed that Bruce Hills Golf Club shall not be liable for failure to provide the service or faculties described due to but not limited to strikes, labor disputes, accidents, acts of God, government restrictions, requirements (Federal, State or Municipal) or any event or circumstances beyond the control of Bruce Hills. Any such non performance issues shall be excused and Bruce Hills may terminate this agreement without further liability of any nature, upon return of the deposit.

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_

Bruce Hills Acceptance \_\_\_\_\_ Date \_\_\_\_\_