

# Highland Park Golf Course

3068 Franklin Street Road

Auburn, New York 13021

Ph 315.252.4993 –email to: [highlandcorrespondence@gmail.com](mailto:highlandcorrespondence@gmail.com)

Text or call 315-944-1327

Visit our website: [www.highlandparkgolfclub.com](http://www.highlandparkgolfclub.com)



## 2024 General Banquet Policies and Guidelines

### General Catering Information and Contract

Thank you for choosing Highland Park Golf Course, Inc. for your upcoming event! Our staff will do their very best to exceed your highest expectations. Please read all enclosed Policies and Guidelines pertaining to Highland Park Golf Course Banquet's. All policies must be agreed to prior to scheduling an event and making a deposit. The Guarantor, as an authorized agent, does hereby agree to accept full responsibility for all of the terms and conditions outlined herein.

**All food and beverage service shall be provided by Highland Park Golf Course. No outside food or beverage consumption, participation or service is allowed without the express written consent of Highland Park Golf Course.**

**A setup and break down fee-** A set up and break down fee will be applied at a minimum rate of \$1.85/person in attendance at the banquet. This fee includes basic linens, china, flatware, tables and chairs, and cleaning. Additional rates for additional services may apply.

**Deposit** – A \$500.00, non-refundable, deposit is required to secure the date of your event. The deposit will be deducted from your final bill. Any damage(s) occurred during the event will be the responsibility of the Guarantor signing as an authorized agent. The full damage amount must be paid in full by the Guarantor no later than two (2) weeks after the event date.

#### **Additional options/rentals**

Dance floor 12x16

Specialty linens

Audio visual equipment, podium, microphone, 75" display television, satellite bar.

**Decorations or Displays** – You may supply your own. Any special arrangements for receiving and/or setting up as well as taking down displays, decorations, chair covers, different chairs, linen overlays, equipment, etc. should be agreed upon with Management in advance of your event. There may be an additional charge depending on the extent of these arrangements. We do not allow the use of glitter or confetti, use thereof will result in additional cleaning fees.

**Guarantees** – A guaranteed count of the guests attending your function is required at least ten (10) business days in advance of your event date. This count is not subject to reduction. We will be prepared to serve five percent (5%) over the final guarantee and we will charge for persons in attendance that is in addition to the guarantee number. Final room layout floor plans should be submitted at least ten (10) days prior your event date and must be approved by the Management to assure that the tables and layout will be acceptable.

**Menus** – Our menus include some of the more popular items. We always welcome opportunities to custom create a menu that would suit your needs. Final menu selections are due at least ten (10) days prior to your event date. If you are offering your guests multiple entrée selections, we will need the final count for each entrée at least ten (10) business days in advance of the function. Once your final menu selections have been made, a Banquet Event Order Form will be attached hereto and made a part thereof which will cover all details agreed upon. You will need to review this form and sign it indicating that all the information is correct..

**Price Confirmation** – Menu pricing is guaranteed for up to 90 days from the time you make your final menu selection, all other prices are guaranteed when you have signed the contract and made a deposit. Otherwise, prices are subject to market change. A twenty percent (20%) admin fee and gratuity plus all applicable New York State sales taxes (8%) will be charged to your final bill. All pricing shown herein is cash or check payment pricing and is discounted 3% from any non-cash payments. Your final Event Order bill will reflect a cash payment option and a credit card or debit card payment option. In accordance to New York State health codes and liquor regulations, no food or beverages shall be brought into or removed from the club or its property by anyone without expressed written permission of the club. (Wedding cakes and specialty desserts are permitted to be brought in, however they must come from a licensed baker only.)

**Billing** –

Your signed Banquet Event Order will have all billing details. The Guarantor may pay any amount of the bill prior to the event date. The remaining balance must be paid in full the day of the event. A five percent (5%) interest charge on the remaining balance will be applied if it is not paid in full within ten (10) calendar days after the event date. Tax exempt organizations must provide a ST-119 Exempt Organization Certificate for each event. Highland Park will charge sales tax unless and until the ST-119 certificate is provided and attached hereto and made a part hereof.

**Liabilities** – Highland Park Golf Course, Inc. does not assume any responsibility for any losses experienced surrounding your event. Furthermore, Highland Park Golf Course, Inc. does not assume responsibility for any Acts of God (loss of power, water, etc.) or other experiences which are out of Highland Park Golf Course's control. If Highland Park Golf Course, Inc. is unable to use certain items due to an Act of God, (examples: any of our chinaware, silverware, glassware, or any other items that could not be used) the entire additional expense is the full responsibility of the Guarantor and must be paid by the Guarantor. Any additional charges will be added to the final bill and are due by the end of the event date. Highland Park Golf course is not responsible for any injuries that may occur to you or your guests due to their own negligence.

**Photographs** – Photographs may not be taken on the golf course! Please discuss any pictures that may be taken at Highland Park Golf Course, Inc. with our Management prior to your event

\* The undersigned parties herein do hereby agree to all terms and conditions as outlined herein\*

Event Name \_\_\_\_\_

Event Date: \_\_\_\_\_

Estimated Guarantee: \_\_\_\_\_

Final Guarantee Due Date: \_\_\_\_\_

(10 business days prior to event date)

Deposit Amount/Date Received: \_\_\_\_\_

Guarantor \_\_\_\_\_ Date \_\_\_\_\_  
(Print Name)

Guarantor \_\_\_\_\_ Date \_\_\_\_\_  
(signature)

Guarantor Street Address \_\_\_\_\_

Guarantor City, State Zip \_\_\_\_\_

Guarantor Phone Number \_\_\_\_\_

Highland Park Golf Course \_\_\_\_\_ Date \_\_\_\_\_  
representative