

# Highland Park Golf Course

3068 Franklin Street Road

Auburn, New York 13021

Text or Call: (315)-944-1327

Visit our website:

[www.highlandparkgolfclub.com](http://www.highlandparkgolfclub.com)



## Banquet 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**

**Deposit** - A required \$500 non-refundable deposit is needed to secure the date of your event. The deposit will be deducted from your final bill. Any damage(s) that occurred during the event will be deducted from the deposit and billed accordingly. The full damage amount must be paid in full by the Guarantor no later than two (2) weeks after the event date.

**Room Use Fee** - A room use fee will be applied as a "set up and break down fee" at a minimum rate of \$2.25 per person in attendance at the banquet. This fee includes the use of the room, basic linens, china, flatware, tables and chairs, and cleaning. Additional rates for additional services may apply.

### **Other Rental Fees -**

Dance Floor 15x16 \$650

Podium \$25

Colored Linens (inquire for pricing)

**Decorations or Displays** - You may supply your own decorations and displays. Any special arrangements for receiving and setting up/breaking down displays, decorations, chair covers, different chairs, linen overlays, center pieces, equipment, etc. should be fully discussed with the Food and Beverage Manager well in advance of your event. There will be an additional charge depending on the extent of these arrangements. If confetti is used, there will be a \$100 cleaning fee. No nails, push pins, or tacks are to be used on the walls.

**Guarantees** - A guaranteed count of the guests attending your function is required at least ten (10) business days in advance of your event. If the guarantee is not received, the expected numbers originally given at the time of booking will be used. If the count of guests in attendance on the day of your event is over what is given to the Food and Beverage Manager, a bill will be sent via mail to the Guarantor to cover those costs. Final room layout floor plans are due at least ten (10) business days before your event date and must be approved by the Food and Beverage Manager to assure that the tables and layout will be acceptable.

**Menus** - Final menu selections are due at least ten (10) business days prior to your event date. If you are offering your guests multiple entree selections, we will need the final count for each entree at least ten (10) business days in advance of the function. Any and all food allergies must be relayed to the Food and Beverage Manager at the time of booking. Please contact the Food and Beverage Manager in regard to any dietary and allergy substitutions. Any substitutions may be subjected to an extra fee. Highland Park Golf Course Inc. is not responsible for any allergic reactions if it is not relayed in advance.

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**Price Confirmation** - Prices are guaranteed when you have signed a contract, put a deposit and picked your menu. Otherwise, prices are subject to change. A twenty percent (20%) gratuity fee and eight percent (8%) New York State sales tax will be charged to your final bill.

**Billing** - Your signed contract 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 along with any bar tabs that may have been accumulated during the time of the event. A five percent (5%) interest charge will be put on the remaining balance if it is not paid in full within ten (10) calendar days after the event date. Each additional thirty (30) days it is not paid, an additional five percent (5%) interest charge will be added to the remaining bill total. If there still remains any balance of your total bill after three (3) months from your event date, legal action will be taken. Refer to "Deposit" if damages occur during your event. 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 loss experienced during your event. Furthermore, Highland Park Golf Course, Inc. does not assume responsibility for any unforeseen circumstances such as loss of power, water, etc. or other experiences in which are totally out of Highland Park Golf Course's control. If Highland Park Golf Course, Inc. is unable to use certain items due to an unforeseen circumstance (any of our chinaware, silverware, glassware, etc.) the entire additional expense (ex. rentals) 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. In addition, any injuries that may happen to you or your guests due to negligence (ex. standing on tables or chairs, walking on the golf course while individuals are golfing, etc.) is not Highland Park Golf Course, Inc. responsibility. You, the host/hostess (Guarantor) are responsible for any damages to Highland Park Golf Course, Inc. during your event.

**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 Food and Beverage Manager prior to your event. Please make sure your guests stay on the deck if they go outside. Highland Park Golf Course, Inc. is not liable for any injuries if you or your guests walk on the golf course while golf is being played.

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**\*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:** \_\_\_\_\_

**(Print Name)**

**Date:** \_\_\_\_\_

**Guarantor:** \_\_\_\_\_

**(Signature)**

**Date:** \_\_\_\_\_

**Guarantor Street Address:** \_\_\_\_\_

**Guarantor City, State, Zip:** \_\_\_\_\_

**Guarantor Phone Number:** \_\_\_\_\_

**Highland Park Golf Course:** \_\_\_\_\_

**(Representative)**

**Date:** \_\_\_\_\_