

Event Deposit Form & General Information

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General Information

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 \$500.00 non-refundable deposit is needed 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 taken out of the deposit and if the damages exceed the deposit amount, 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 incurred based on the amount of space required.

Grill Room - \$100.00

Banquet Room - \$200.00

Banquet Room and Grill Room - \$250.00.

Wedding Reception - \$300.00

Ceremony - \$100.00

Included in room set up, basic linens, cleaning, china, flatware, square or rectangle tables, chairs and parking is included in the Room Use Fee.

For events with no food or beverages– \$500.00 Room Rental Fee

Other Rental Fees

Dance Floor 12x16 \$300.00

Specialty Linen Please Inquire

Audio Visual Equipment Podium \$25, and LCD Projector \$75.00 and Screen \$25.00

Round Tables- Please Inquire

Specialty Chairs Please Inquire

Decorations or Displays – You may make arrangements through the Food and Beverage Manager for table centerpieces or 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 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. 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 date. **This count is not subject to reduction.** If the guarantee is not received, the expected numbers originally given at the time of booking will be used. We will be prepared to serve five percent (5%) over the final guarantee and we will charge for persons in attendance that is added to the guarantee number. Final room layout floor plans are due at least five (5) 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 – 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. At the time of your function, we ask that you provide your guests with place cards indicating which entrée they ordered, therefore, avoiding confusion. Once your final menu selections have been made, a *Banquet Event Order Form* will be prepared for your event, which will cover all details as discussed. You will need to review this form, sign it, indicating that all the information is correct and then return the form to Highland Park Golf Course, Inc. Meals cannot be served without this final approval.

Price Confirmation – Prices are guaranteed when you have signed a contract, put a deposit down and picked your menu. (Otherwise prices are subject to change.) An eighteen percent (18%) gratuity, two percent (2%) service charge and eight percent (8%) New York State sales tax will be charged to your final bill. *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 within 24 hours of the event**. A five percent (5%) interest charge 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 bill after three (3) months from your event date, legal action will be taken. Refer to "Deposit" if damages occur during your event.

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 totally 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 (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 (standing on tables or chairs, walking on the golf course while individuals are golfing, etc.), is not Highland Park Golf Course, Inc. fault. 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 uncovered 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.

FILL OUT ALL INFORMATION BELOW

Event Name: _____

Event Date _____

Guest Early Arrival Time _____

Estimated Guest Count _____

Event Ending Time. _____

Final Guarantee Due Date _____
(10 business days prior to event date)

Deposit Received. _____

Room Use Fee: _____

Menu Type _____
(Final menu selections due 10 days prior to event date)

** By signing below, the Guarantor accepts all terms listed above in Event Deposit Form**

Food and Beverage Manager (Print Name)

Guarantor (Print Name)

Food and Beverage Manager (Signature)

Guarantor (Signature)

Date

Guarantor Street Address

Guarantor City, State Zip

Guarantor Phone Number

Date

*The Guarantor will receive a receipt for the deposit given to Highland Park Golf Course, Inc.
This receipt will be confirmation of Highland Park Golf Course, Inc. accepting the above said event and date.*