

Acceptance and Agreement of Catering Policies for Non-Members

- Glen Eagle Golf & Country Club is a full service facility, licensed accordingly for the sale of food and alcoholic beverages. No food or beverage may be brought into the club without prior approval.
- \$3000.00 minimum in food and beverage charges is required to rent the facility.
- A deposit of \$300.00 is required to reserve the date and secure the space. Other fees and deposits may apply. These charges will be outlined on the final contract.
- 50% of the estimated total charges are due 60 days prior to the event and the estimated balance will be due 48 hours prior to the event. Events booked less than 60 days out, 50% payment is due upon signing of the contract. Payments are by check, cash, Visa or Mastercard only.
- Deposits will be applied toward the balance or are refundable under the following conditions: written notice of cancellations 90 days before event date will receive a full refund; 60-day notice will receive a 75% refund; 30-day notice will receive a 50% refund. If less than 30-day notice of cancellation is given, deposits are forfeited.
- The host of the event will be held liable for any property damage, theft, or misconduct by their guests.
- Applicable sales tax and 20% gratuity will be added to all catered events. Other service charges may apply and will be outlined on the final contract.
- Glen Eagle Golf & Country Club is not responsible for lost or damaged articles during the event.
- Final guarantee of guest count is required three business days (72 hours) prior to the event and may not be reduced after that time. Glen Eagle Golf & Country Club will set-up and prepare for 5% above the guaranteed number of guests. If the number of attending guests exceeds the guarantee, an additional per person charge may apply, and we reserve the right to substitute menu items, if necessary.
- Due to fluctuations in market prices on some food items, banquet pricing is subject to change if the event is booked more than six months in advance. Notice of price change will be given no less than thirty days prior to the event.
- Glen Eagle Golf & Country Club promotes responsible alcoholic beverage service. We reserve the right to refuse service to anyone, and require proof of legal age from guests less than 29 years of age. Alcoholic beverages cannot be brought in from an outside source or removed from the premises.
- A room rental fee may apply if food and beverage charges do not meet the minimum. Events exceeding 4 hours may be subject to an additional room charge of \$150.00 per hour.
- Leftover food not consumed remains the property of Glen Eagle Golf & Country Club and will not be packaged for take out, or permitted to leave the premises.
- Client is responsible for coordinating deliveries and pick-ups of any rentals, decorations, flowers, cakes, entertainers, etc. that are contracted by the client.
- Glen Eagle Golf & Country Club is a private, gated community. Arrangements for guests' entry will be made for the date of the event. It is the clients' responsibility for distribution of this information to their guests in advance.

I, _____, as the responsible host for a private event of _____ on the date of _____, have read this agreement and the Catering Policies and do hereby accept these conditions.

Signature

Date