

Cedar Valley Golf Corporation

As with most successful businesses certain guidelines and procedures will help ensure your demands and our requirements are understood. Please review the following procedures and contact the Clubhouse Manager with any questions.

Deposits –

A \$100.00 non-refundable deposit is required to reserve the date. The deposit will be applied to the final amount due.

Payment Schedule –

All functions will require full prepayment of anticipated costs.

Full Payment is due 21 days prior to event.

If there are additional costs, payment is due at the conclusion of the event.

If any payments are not made by the date indicated, you agree to pay applicable deposit in cash or with certified check. If any deposit is not made on time, Cedar Valley Golf reserves the right, at its option, to require full prepayment of all remaining deposits or to cancel the event.

Credit Card Billing-

Subject to the terms and condition of the Agreement , Cedar Valley Golf will accept credit card payments for all transactions. Cedar Valley Golf shall honor without discrimination valid cards properly tendered for use. For purposes of this contract, “card” means a credit card issued pursuant to the rules an regulations (“the rules”) of American Express, Diners Club, Discover, JCB, MasterCard, Visa.

Guarantees –

Guarantees for the number of guests at your function are required 2 weeks, (not Including holidays or weekends) prior to the function in order to properly set up, prepare, and order for your group. Golf outings require 14 day prior count for golf cart confirmation. Cedar Valley will attempt to accommodate guests over the guarantee at all times.

Cash Bar –

The guest purchases his drinks individually. A charge of \$75.00 per bartender will be added to the statement.

Open Bar –

Guests are served drinks by the bartender and the billing is the group hosting the party.

Banquet-Meeting Rooms –

A room rental charge of \$350.00 may apply to all banquet/meeting rooms, receptions, private, and social functions. Cedar Valley reserves the right to oversee all functions and may require security deposits for certain groups.

Menus –

At the present, all food will be catered by outside sources. You may make your own arrangements or we will assist you with your needs.

Decoration & Entertainment-

Delivery time and facility access must be coordinated with event staff in advance. Special ingress and egress, insurance and security may apply in the case of events with decor, sets, special lighting or special sound; Please consult with Events Manager prior to finalizing such arrangements.

Once approved, you are responsible for obtaining all applicable Fire Marshal Approval, permits, Insurance, etc., that may be required for your event.

DAMAGE CONSIDERATION

1. In the event that damage occurs to the property due to the use of decor or equipment, the cost of any repair and/or replacement will be charged to the guest.
2. Cedar Valley Golf will not be responsible for the damage or loss of equipment or property belonging to the client, their guests or contracted vendors.
3. Patron agrees to be responsible for the conduct of the event and any damages incurred to the property by the patron, guests or any person connected in any way to the said event.
4. Guests may be required to provide professional security, staffing and placement at the discretion of Cedar Valley Golf management.

Security and Conduct of Event-

Cedar Valley Golf does not provide security in the meeting and function space and all personal property left in the banquet space is at the sole risk of the owner. You agree to advise your attendees and guests that they are responsible for safekeeping of their personal property. You may elect to retain security personnel to safeguard personal property on the banquet space. In addition, depending upon the nature of your event, Cedar Valley Golf reserves the right based on its reasonable judgment to require you to retain security personnel in order to safeguard guests or property in the banquet space. Any security personnel retained by you must be at your own expense and from a licensed security company that meets the minimum standards established by Cedar Valley Golf, including insurance and indemnification requirements, and all times remain subject the Cedar Valley Golf's advance approval. Security personnel are not authorized to carry firearms without advance approval.

Cedar Valley Golf reserves the right to inspect and control all private functions. You agree to begin your function at the schedule time and agree to have your guests, invitees and other persons vacate the designated function space at the closing hour indicated. You agree to reimburse Cedar Valley Golf for any overtime wage payments or other expenses incurred by Cedar Valley Golf because of your failure to comply with these requirements.

You are responsible for any damage to Cedar Valley Golf or Cedar Valley Golf Property caused by your attendees, vendors, contractors or agents. You agree to comply with all applicable federal, state and local laws and Cedar Valley Golf rules and policies. Cedar Valley Golf reserves the right to refuse service to any person or prohibit any activity , which in the sole judgment of Cedar Valley Golf may be harmful or cause and unreasonable disruption to the property, its guests or employees.

Force Majeure-

The performance of this contract is subject to acts of God, government authority disaster, or other emergencies, any of which make it illegal or impossible for Cedar Valley Golf to provide facilities and/or services for your event or meeting. It is provided that this contract may be terminated for any one or more of such reasons by written notice from one party to the other without liability.

Insurance-

Cedar Valley Golf and you shall obtain and maintain and provide evidence upon request in amounts sufficient to provide coverage for any liabilities, which may reasonably arise out of, or result from the parties' respective obligations pursuant to this contract. You agree to provide certification of insurance to Cedar Valley Golf no late that 30 days prior to your event.

Contact information for renter

Name _____

Address _____

Phone _____ email _____

Type of function _____ # of guests _____

Date and time of function _____

Total required \$ _____

Renters Signature _____ Date _____

Management Signature _____ Date _____

Office Use Only

Total number of bartenders required _____

Security personal required _____

Total space required _____

Keg purchased _____ Type _____

Punch purchased _____ Types ordered _____

Total gallons ordered _____

Wine ordered _____

Number and Type White _____

Number and Type Red _____

Number and Type Blush _____

Champagne Number and Type
ordered _____