



2010 Banquet Reservation Agreement

Banquet Reservation Worksheet

Client Information

Agreement Date	Event Name	Contact name			Contact Phone
Street Address		City	State	ZIP CODE	EMAIL

Payment Information

Payment Type	Credit Card Type	Card Number	Expiration Date
Cash	VISA		
Credit card	MC		
Check	Discover		
Account/Other	American Express		

Event Information

Event date	Event Time	Number Guests	Final Count Date Due	Deposit Amount
Tax Exempt Organization 501c (3):			If Yes, Tax ID Number	
Yes			No	
Rentals Needed:				
Tables		Ice Sculpture		Other
Chairs		Sound System		Other
Tent		Projection Screen		Other
Food & Beverage (either stated as Cost per person c				
Appetizer #1		Entrée #1		Dessert #2
Appetizer #2		Entrée #2		Other
Appetizer #3		Dessert #1		Other

Event Budget

Number of Guests		Room Rental Fee	\$
Cost of Food	\$	Rental's Fees	\$
Cost of Beverage	\$	Deposit	\$
Tax	\$		
Gratuuity	\$	Total Event Cost	\$

Thank you for considering our Banquet facility for your special occasion. The Staff at Timber Ridge Golf Club will work diligently to make your event a most joyous and memorable one. The following are policies regarding making reservations for our facilities,

The Room Rental fee will reserve your room. Rental fees include set up, clean up and room use for the entire day of the event. This Banquet Reservations Agreement (the “Agreement”) covers the banquet room specified, full access to the parking lot, clubhouse entry and adjacent outdoor patio. All other areas are deemed closed to outside guests.

Room Rental Fees

<i>Top of the Ridge</i>	\$ 750.00
<i>Vista Room</i>	\$ 250.00
<i>Rubye’s Grille</i>	\$ 200.00

All costs associated with your event including room balance are due in full on the day of the event. Any additional costs, which cannot be pre-paid, will be secured with a major credit card prior to your event. All food & beverages must be provided by Timber Ridge Golf Club and are subject to 6% Michigan sales tax and 20% service charge.

Wall decorations and/or directional signs must meet prior approval from Timber Ridge Golf Club. Glitter and confetti are not permitted on the premises. Violations will be subject to a \$250.00 clean up fee.

The Timber Ridge Golf Club shall not be liable for non-performance of this agreement, when such non-performance is attributable to labor disputes or strikes, accidents, government (federal, state or municipal) regulations and/or travel restrictions, acts of God and other causes whether enumerated or not, which are beyond the reasonable control of and prevent or interfere with the performance of the Timber Ridge Golf Club and its staff.

TERMS OF THE AGREEMENT: Timber Ridge Golf Club will host the following event at its facility based on the following terms and conditions.

FOOD & BEVERAGE: Food and Beverage shall be provided for each person. All food & beverages must be provided by Timber Ridge Golf Club and are subject to 6% Michigan Sales Tax and 20% Service Charge. The Club must be notified of the final Guaranteed Number for banquet guests at least seven (10) working days prior to the Event Date. Food & Beverages will be charged according to the final guaranteed number or actual number on the day of the event, whichever number is greater. Due to fluctuating wholesale food & beverage prices, menu prices will be guaranteed ninety days prior to the event. **(Client Initials)** _____

In accordance with applicable Michigan State laws, the Timber Ridge Golf Club, a state licensed facility WILL NOT SERVE ALCOHOLIC BEVERAGES TO ANY PERSON UNDER THE AGE OF TWENTY ONE YEARS. Proper identification will be required. All alcoholic beverages MUST be purchased from Timber Ridge

Golf Club and served by an employee of the Timber Ridge Golf Club. Last call for the bar is (eleven forty-five) 11:45 pm

CLIENT LIABILITY: The event host (client) shall be responsible and shall reimburse Timber Ridge Golf Club for any damage, loss, or liability incurred on the premises by the client or their guests and/or by any person or organization contracted by the (client) to provide service or goods prior to during and after the scheduled event. Timber Ridge Golf Club shall not be responsible for any damage or loss of any merchandise or personal articles left on the premises prior to or after the event.

TAX-EXEMPT ORGANIZATIONS: If the (client) is tax-exempt, a copy of the tax-exempt certificate must be provided to Timber Ridge Golf Club at the time this Agreement is signed. In the event that the State Controller or other controlling government authority determines that this function does not qualify for an exemption or the (client) is not tax-exempt, the (client) shall be responsible to pay all applicable taxes and shall hold Timber Ridge Golf Club harmless for such taxes or other costs regarding the same.

PAYMENT: Payment shall be due as follows:

Deposits are as follows: the deposit for Timber Ridge is **\$ 750.00**. Deposits are due at the time a signed Banquet Reservations Agreement is submitted to Timber Ridge Golf Club. If this Banquet Reservations Agreement is not signed and received by Timber Ridge Golf Club within ten (10) days from the date of receivership, this Banquet Reservations Agreement shall be deemed null and void and of no further force or effect. The (client) understands that upon the payment of the Deposit the Event Date is reserved and the Deposit is **NON-REFUNDABLE**. (Client Initials)_____

Balance Due: the balance due under this Agreement shall be as follows:

- (a) 50% of total payment shall be made 14 days prior to the event.
- (b) Payment shall include all Food & Beverage related charges based on the estimated/ guaranteed number of participants.
- (c) The Remaining balance shall be paid on the day of the event.

(Client Initials)_____

Other than the Deposit, all payments must be by certified check, cash, bank money order, or credit card (Visa, MasterCard, American Express or Discover). Personal and Business checks will be accepted from returning accounts in good standing. All personal and business checks that are NSF, the Organization may be billed for all charges levied by the financial institution.

All account charges sixty (60) days past due will be assessed interest accruing at an annual rate of 20%. In the event this matter is turned over to an attorney, the Organization will be responsible for reasonable attorney's fees and other costs of collection.

For Client initiated cancellations our policy is as follows:

- The Deposit the (client) made in Non-Refundable
- 61-90 days - 25% of estimated Food & Beverage total fee & total room fee
- 31-60 days - 50% of estimated Food & Beverage total fee & total room fee
- 30 days or less - 100% of Food & Beverage options total fee & total room fee

(Client Initials) _____

The undersigned represents that he/she has fully read and understands the terms of this Banquet Reservations Agreement and that he/she is duly authorized to enter into this Agreement on behalf of the (client). By signing this Agreement you hereby unconditionally and irrevocably guarantee the payment and performance of the (clients) obligations as set forth in the Agreement.

This agreement, consisting of four (4) page (not counting the cover page), constitutes the entire Agreement between Timber Ridge Golf Club and the (Client). All changes or addendums to this Agreement shall be in writing between the parties.

Accepted and agreed this _____ day of _____, 2009/10.

By:

Client Name Printed

Date

Client Signature

Date

Timber Ridge Golf Club Name Printed

Date

Timber Ridge Golf Club Signature

Date