

HIGHLAND COUNTRY CLUB
Banquet Contract

Type of Function: _____

Name: _____

Address: _____

City, State, Zip _____

Phone, Email _____

Member Number: _____ or Sponsor _____

Date of Function: _____

1. An active member of Highland Country Club must sponsor each banquet.
2. All charges will be based upon the guaranteed number or the actual number served, whichever is greater.
3. All food and beverage charges are subject to 17% service charge and 6 % sales tax. The service charge is taxable. Any group requesting tax exemption must present a tax exempt certificate prior to the scheduled event. All food and beverages must be purchased through the Club (with the exception of wedding cake). Alcohol may only be consumed by those 21 years of age or older.
4. A security deposit of \$500 (\$1000 non-member) is required at the time the banquet is scheduled in order to reserve the date. The deposit will be deducted from the total bill at the completion of the event.
5. Payment of all functions is due at the conclusion of the event. All payments must be made in full. The Club accepts U.S. currency, personal checks, Visa and Master Card. A \$50 service charge will be applied to any returned checks. A 3% credit card usage fee will be added to the total bill if this type of payment is desired.
6. Damage to (but not limited to) the clubhouse, furniture, linen, china, or glassware will be charged in an amount to reflect the replacement costs as determined by Club management.
7. The sponsoring member will be responsible for all unpaid charges and/or damage to the Club.
8. Room rental fee is \$1000 for members, \$4000 for non-members. The banquet set-up fee is \$100, not including rental of chairs, tables, etc. Other miscellaneous fees and charges may apply, please inquire.
9. Confetti is not allowed due to the difficulty involved in cleaning. The use of nails, staples, tape and other adhesives on walls and ceilings is not allowed without permission.
10. Banquets lasting longer than five hours will be charged at a rate of \$350 per additional hour.
11. Club management may deem any function inappropriate or ineligible and deny use of the Club's facilities for any or no reason. All events must take into consideration access to the Club by the membership.
12. User agrees to indemnify and hold harmless the Club, its members and employees, against liability, claims, demands, actions, suits, damages, proceedings, costs and expenses whatsoever for which they may become liable directly or indirectly arising out of the use of the Club by the user, and for such further sums in excess of those contained in any insurance policy procured by the user relating to the use of the Club or for such amounts as may not be payable under any such insurance policy.
13. CANCELLATIONS: Six months prior to the event, 50% of the deposit will be reimbursed. Less than six months from the date of the event, the entire deposit will be forfeited.

Thank you for reading, understanding, and signing the contract.

(signature)

(date)

(signature of sponsoring member if different from above)

(member number)