

**HIGHLAND COUNTRY CLUB**  
**Banquet Contract**

Name or Type of Function: \_\_\_\_\_

Bill to: \_\_\_\_\_  
(name)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(city/state/zip)

\_\_\_\_\_  
(phone/fax)

Sponsor (if different than above): \_\_\_\_\_

Member Number: \_\_\_\_\_ Contact's Phone Number: \_\_\_\_\_

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 (including beer, wine and liquor) 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 \$500.00 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 for non-members 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 MasterCard. A \$50.00 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 fairly determined by Club management.
7. The sponsoring member will be responsible for all unpaid charges and/or damage to the Club's property.
8. 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.
9. Banquet set-up fees, table decoration fees, miscellaneous fees and charges may apply. The amount of these fees may change without notice, please inquire.
10. Confetti is not allowed due to the difficulty involved in cleaning. The use of nails, staples, tape and other adhesives on walls is not allowed.
11. Banquets lasting more than five hours will be charged at a rate of \$100 per additional hour.
12. Patio set-up is \$100, not including the rental of chairs, tables, etc.

\_\_\_\_\_  
(signature) (date)

\_\_\_\_\_  
(signature of sponsoring member if different from above) (member number)