



## Banquet Contract

This is to serve as a written agreement between Kitsap Golf & Country Club and

### **BANQUET POLICIES:**

1. When booking a function, it is necessary to contact the Banquet Coordinator at the Club office. All final details, dates, times, menus, etc. must be arranged with the Banquet Coordinator.
2. A room can be tentatively reserved for two weeks. Reservations are not considered complete until a deposit of \$300.00 has been received with a signed Banquet Contract.
3. Events are considered to be four (4) hours or less. Additional time is 25% of the regular room rate per hour.
4. Room rental includes the price of linens and all set-up fees. The Banquet Coordinator can arrange overlays and specialty linens for an additional charge.
5. Members of Kitsap Golf and Country Club receive a 50% discount on room rental rates. The member sponsor must be in attendance to receive 50% room rental discount.
6. All arrangements must be finalized at least two (2) weeks prior to the function.
7. Final guest count (guaranteed number of attendance) is required no less than seven (7) days prior to the date of the function. Your guaranteed number cannot be reduced after this confirmation, unless arrangements have been made with the banquet department.
8. If your final count is more than 5% greater than the guarantee prior to the event, an additional 25% increase per meal will apply to all meals above the number guarantee. If your final attendance is greater on the day of the event, a 50% increase per meal above the number guaranteed will be applied.
9. If an event is cancelled within 90 days of the event the deposit will be applied as a cancellation fee. If an event is cancelled prior to 90 days before the event a \$50.00 handling fee will be retained. The amount of deposit will be applied to the final billing.
10. Gifts, cakes, flowers, photographers, valet service and coat check arrangements are the responsibility of the host. The club will provide a cake table and gift table. All desserts brought into the club are subject to a \$1.00 per person charge consistent with the guaranteed attendance.
11. All wedding ceremonies performed on the premises will incur a \$2.00 per person charge if the same room is to be used for the reception.
12. Kitsap Golf and Country Club has limited table decorations to rent. Consult the Banquet Coordinator for per table pricing on hurricane lamps, mirrors and candles. Decorations or displays brought in by guest must be approved. Items may not be attached to any walls, floors, or ceilings with nails, staples, tapes, or other materials without prior approval. All decorations and displays must be removed at the end of the function.
13. Glitter and confetti or any other party favors that are left at the club and may cause excessive clean-up will be billed a minimum of \$75.00 for a cleaning fee.
14. Please discuss with the Banquet Coordinator all of your electrical, audio, lighting and other pertinent details necessary for the success of your event. The Club will assist in arranging equipment needs. Costs incurred will be passed directly to the cost of the function, plus a 30% handling fee. We have an over-head projector and appropriate screens are available upon request.
15. All food and beverage must be purchased through Kitsap Golf and Country Club and served by our staff, unless special arrangements and licenses have been approved by our banquet department.
16. Due to insurance liabilities, remaining food items from catered functions cannot be removed from the premises. This policy applies to all perishable food, including entrees for guests unable to attend.
17. In order to maintain freshness, buffet items will remain out a maximum of 2 hours.
18. Ample free parking is available for all functions and is shared with golf patrons.
19. Kitsap Golf & Country Club shall not be held responsible for injuries to any of your guests or to the general public resulting from negligent action(s) by any person(s) connected with your function.
20. Kitsap Golf and Country Club shall not assume responsibility for damage or loss of any merchandise or articles brought into or left at the facility.
21. You, as host, shall be held responsible to pay the cost of damage(s) to our facilities or to the golf course caused by any person(s) connected with your function.
22. Entertainment is permitted, but entertainers must provide their own audio equipment.
23. Kitsap Golf & Country Club reserves the right to inform the function host of any of their guest who may be disorderly, obnoxious, or out of control before we remove said guest(s) from our premises.
24. Prices are per person and subject to change without advance notice.

**BAR POLICIES:**

1. A bar will be set up only upon request from the function's host. There will be a \$50 bar set-up fee.
2. You are allowed to provide your own beverages (soda, beer, liquor, etc.), but you must use Kitsap Golf & Country Club's bartenders. Groups utilizing their own liquor are required to have a special license and will be charged a corkage fee of \$5 per person. Tax and gratuity are not included in the corkage fee. Guests who are in attendance of parties utilizing special event and occasion licenses may not purchase liquor from any other bar outlet.
3. The Club Management must approve all beverage arrangements. Washington State Liquor Laws state that it is unlawful to serve liquor to any person under 21 years of age, or permit any person under 21 to consume liquor on our premises. Individuals arranging receptions at Kitsap Golf and Country Club will be held responsible for controlling minor consumption. Our staff has been instructed to request proof of age from any individual in question. They also have been instructed to refuse service to intoxicated persons.
4. Club policy states that the bar may not be open later than 12:00 midnight for any private function. No beverages are allowed to leave the premises.

**PAYMENT POLICIES:**

1. All checks should be made payable to Kitsap Golf & Country Club.
2. Payment is due upon receipt of banquet invoice. Sponsors are responsible for delinquent charges.
3. Finance charge of 1.5% per month will be applied to unpaid balances.
4. If a club or organization is tax exempt, a copy of the tax certificate must be submitted before the date of the function. A function cannot be billed "tax exempt" without a tax certificate on file.
5. Type of payments accepted: cashiers check, major credit cards, personal checks with proper identification, or cash. The banquet department must approve all other forms of payment.
6. 19% gratuity and current sales tax is added to all food and beverage charges.

Kitsap Golf and Country Club shall not be liable for its failure to perform this agreement if such failure is due to an act of God, strike, fire, flood, weather, or any other cause beyond its control, whether similar or dissimilar from the causes enumerated. This agreement shall be construed and interpreted in accordance with the laws of this State and both parties submit to the jurisdiction of the Courts of this State in connection with any dispute arising under this agreement.

**Acknowledgement**

Your signature on our Banquet Contract constitutes acknowledgement that the foregoing conditions have been read, understood, and that you agree to comply with said conditions.

\_\_\_\_\_  
Signature of Individual booking Kitsap Golf & Country Club \_\_\_\_\_  
Date

**Billing Information** (please print): Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone/Fax \_\_\_\_\_

**FOR OFFICE USE ONLY**

DEPOSIT RECEIVED:	AMOUNT:	ROOM RENTAL FEE:	EVENT DATE:
	DATE:	ROOM RESERVED:	
INITIAL GUEST COUNT:	FINAL COUNT DUE BY:		FINAL GUEST COUNT:
MEMBER SPONSOR:			
MEMBER SIGNATURE:			
BANQUET COORDINATOR SIGNATURE:			