

## Hickory Heights Golf Club

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### 2023 BANQUET AGREEMENT

#### General Information

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Name: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Guest / Corporation: \_\_\_\_\_

Address/City/State/Zip Code: \_\_\_\_\_

Contact: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

- Event time is based on a three (3) hour period for afternoon events and a four (4) hour period for evening events. Extra time, at the request of guest and discretion of Hickory Heights Golf Club, is subject to an additional fee of \$100.00 per hour (maximum of 5 hours.) It is understood that your event may be shorter than the standard allotted time.
- A \$150.00 Room Rental Fee will be applied to all Dine-In events for use of the Grand View Room, which holds 96 guests. Linens Included in Room Rental Fee.
- To rent the Grand View room without food the cost is \$450.00 for an 8 Hour Maximum.
- A signed Banquet Agreement and date-hold deposit in the amount of \$200.00 must be received to reserve your date(s) and time(s).
- Any miscellaneous costs for rentals or other requested items that Hickory Heights Golf Club does not otherwise possess and must procure from a third-party must be paid for in full ten (10) days before your event.
- Deposits and final payments must be made by cash, personal or company check, or major credit or debit cards. Checks should be made payable to Hickory Heights Golf Club.
- No refunds of the \$200.00 date-hold deposit will be made for any guest who cancels ninety (90) days before an event as cancellation may cause the loss of additional bookings or business.

**Confirmation of the Special Function Sheet.** Attached to, and incorporated herein by reference, is the Special Function Sheet. Before executing the Banquet Agreement, you will help complete and provide the information necessary for pricing to a Hickory Heights Golf Club representative. A minimum guarantee count at the time of booking is required. Seven days before the event, you must provide Hickory Heights Golf Club a final headcount. If booking a Wake, a 12-hour notice to increase is required. While Hickory Heights Golf Club may be able to accommodate additional guests up to its maximum capacity, other guests will cause your event price to increase. Please note, you will always be responsible for paying for the number of guests you initially indicated on your Special Function Sheet. Hickory Heights Golf Club will not decrease your event price for guest no-shows or anyother reason for a reduction in guests. You may change your food and alcohol choices up to 7 days before the event; however, changes in your food and alcohol must be made in writing and agreed to by both parties, and such changes may cause your event price to increase. All Food and Beverage Choices are Subject to 7% Tax and 22% Gratuity.

**Bar Service:** No outside alcohol is permitted. Bar options include but are not limited to: Open Bar, Limited Bar (Beer & Wine only), and Cash Bar. If cash bar requested, there will be a \$50 Bartender Fee per every 50 guests.

**Removal of Food or Alcoholic Beverage from Premises.** No leftover banquet food or alcohol is permitted to be taken from the Hickory Heights Golf Club at the end of an event.

**No Off-Premises Food and Beverage.** All food and beverage must be purchased from Hickory Heights Golf Club, except for dessert. Hickory Heights Golf Club will not provide cake cutting and cake service to event guests. However, Hickory Heights Golf Club is in no way responsible for damage or diminished aesthetics of the cake due to providing cake cutting and cake service.

**Food Allergies.** It is your responsibility to identify any food allergies of your guests and report them in writing to Hickory Heights Golf Club or have them identified on the Special Function Sheet. You agree to indemnify, defend and hold harmless Hickory Heights Golf Club from and against all liability, loss or damage, including reasonable attorneys' fees and court costs which it incurs for any injury sustained to you, your guests or our staff resulting from a food allergy which was not disclosed to Hickory Heights Golf Club in writing and before your event.

**Site Decoration.** Hickory Heights wants to make every event unique and welcoming experience; accordingly, every effort will be made to allow you to prepare decorations reflecting your creative vision for the event. However, we require that only staff rearrange and move furnishings. No nails, screws, staples, or penetrating items are to be used on our floors and walls. No glitter or confetti of any kind is permitted on site. Only Command hooks are allowed, but with prior written approval. All garbage, hooks, decorations, etc. must be cleaned, or a \$150 fee will be charged. Any damage resulting from the violation of this section will be charged to you.

**Damage to the Premises.** You are responsible for any damage to the property by any member, guest, or third-party invited by or contracted by you concerning the event. You agree to indemnify, defend and hold harmless Hickory Heights Golf Club from and against all liability, loss or damage, including reasonable attorneys' fees and court costs which it incurs as a result of your, or your guests' or vendors', negligent or willful misconduct or as a result of any damages or loss of your, or your guests' or vendors' property.

**Cancellation Policy.** In the unfortunate circumstance that you cancel your event within two (2) weeks of your event date, Hickory Heights Golf Club will require that you pay one half of the event price. Cancellations with less than forty-eight (48) hours' notice will require you to pay 100% of the event price.

**Restroom Use: No Access to or Through Kitchen.** You understand that the restroom facilities for the Banquet Room are located inside the Pub. The only permissible way to access the restroom facilities is either to go around the front of the building or through the back patio. Absolutely no guests are to travel or enter the kitchen. You agree to indemnify, defend and hold harmless Hickory Heights Golf Club from and against all liability, loss or damage, including reasonable attorneys' fees and court costs which it incurs for any injury sustained or property lost to you, your guests or our staff resulting from a you or your guests entering the kitchen area.

**Responsibility for Personal Items and Gifts.** Hickory Heights Golf Club is not responsible for the damage, loss, or safeguard of any of your or your guests' personal belongings, which includes any gifts or gift cards.

**Breach of this Agreement.** In the event you breach this agreement, you are responsible for any and all court costs and attorneys' fees related to enforcing Hickory Heights Golf Club's rights hereunder.

**Use of Premises.** This Banquet Agreement does not confer any right upon you or your guests to use the golf course. Hickory Heights Golf Club assumes no responsibility or liability for any injury or damage to persons or property resulting from the unauthorized entry on to the golf course by you or your guests. You agree to indemnify, defend and hold harmless Hickory Heights Golf Club from and against all liability, loss or damage, including reasonable attorneys' fees and court costs which it incurs for any injury sustained or property lost to you, your guests or our staff resulting from unauthorized entry on to the golf course by you or your guests.

**Miscellaneous.** This Banquet Agreement constitutes the entire agreement between the parties concerning the matters set forth herein, supersedes any and all prior agreements between them concerning the matters set forth herein and merges herein all previous statements and actions of the parties. This Banquet Agreement may not be modified or amended except by a writing signed by each of the Parties.

**GUEST:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**HICKORY HEIGHTS GOLF CLUB**

Name: \_\_\_\_\_

Initials: \_\_\_\_\_

Date: \_\_\_\_\_