



## Banquet Reservation Agreement

Event Name		Event Date	
Bride's Name		Groom's Name	
Phone Number		Phone Number	
Email		Email	
Street Address			
City, State		Zip Code	
Start Time		End Time	
Event Type (Circle Choice)	<input type="checkbox"/> Reception Only <input type="checkbox"/> Wedding & Reception	Est. Number of Guests	

Thank you for choosing our Banquet facility for your special occasion. The Staff at Purgatory Golf Club, (the "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 for the date of \_\_\_\_/\_\_\_\_/\_\_\_\_ with your event starting at \_\_\_\_\_am / pm; and ending at \_\_\_\_\_am / pm. This Banquet Reservation Agreement (the "Agreement") covers the banquet room specified, full access to the parking lot, clubhouse entry and adjacent bar. All other areas are deemed closed to outside guests.

**(Client Initials)** \_\_\_\_\_

**RENTAL FEES**

- Banquet**                    **\$2000.00** (8 hours set up & 4 hour party block, Saturday)
- \$1500.00** (6 hours set up & 4 hour party block, Friday/Sunday)
- \$250.00** (each additional hour)

Room rental includes standard tables and chairs, set up and tear down of tables & chairs, standard linens, cloth napkin color choice, set up and clean-up of basic table setting, china plates, glassware, silverware, dance floor and bar set up.

- Wedding**                    **\$750.00** (Outdoor Ceremony)
- \$200.00** (Indoor Ceremony)

Outdoor wedding ceremony includes 150 white folding chairs, set up and tear down of chairs, up to 1 hour rehearsal (scheduling dependent upon events), up to 1 hour ceremony time, space for the wedding party to dress, 8-seater limo cart and up to 2 additional 2-seater golf carts. Indoor wedding ceremony includes cabaret style ceremony, up to 250 black banquet chairs and space for the wedding party to dress.

The Club's minimum required spending amount (not to include tax and service charges for this date(s) is: \$ \_\_\_\_\_

Proceeds from a CASH BAR are not included in the food and beverage minimum.

Pre-purchased beverages either in packages or stand-alone items will be included in the minimum requirements.

**(Client Initials)** \_\_\_\_\_

Purgatory's Service Charge is a 20% fee charged on all Food and Beverage. Service charge is an industry standard. Your Banquet Event Order (BEO) will show a breakdown of the event elements and their costs, including the service charge, which covers the costs of Purgatory's investment of time to prepare for and staff your event. Gratuities (tips) are not included, and are voluntary.

All costs associated with your event including room balance are due in full 7 days prior to the event day. 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 the Club and are subject to 8% Indiana sales tax and 20% service charge.

The 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 Club and its staff.

**(Client Initials)**\_\_\_\_\_

**DECORATIONS:**

Decorations and decorating of the banquet hall is at the discretion of the client and the client assumes all responsibility for setting up and cleaning up their decorations. All decorations brought in must be removed from the Club at the end of the event. All guests and vendors must leave the facility no later than 1 hour after the event end time.

The Client is responsible for approving the room layout 7 days in advance of the event. Any changes to the room layout made within 24 hours prior to guest arrival will be subject to additional labor charges.

If extra labor and/or cleanup is required as a result of the Client's use of the Club, Client agrees to pay for such items at the below agreed upon rates:

- Labor for set up of decorations or to assist in set up if Client requests such assistance. \$50.00/hour per person
- Labor to clean up unnecessary messes such as vomit, spilled alcohol and other liquids. \$50.00/ occurrence

Wall decorations and/or directional signs must meet prior approval from the Club. Glitter and confetti are not permitted on the premises. Violations will be subject to a \$1,000.00 clean up fee. All candles must be in a container that protects the flame. Rice or birdseed is not to be used on the property of Purgatory Golf Club. If any furniture is moved it must all be put back in its original place.

**(Client Initials)**\_\_\_\_\_

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

**CLIENT LIABILITY:** The event host, (the “client”), shall be responsible and shall reimburse the 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. The 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.

**SECURITY DEPOSIT:** In addition to the venue rental deposit, a \$500.00 refundable security deposit is required to be paid 3 months prior to the event date. The remaining balance, if any, of the security deposit will be returned to the Client within 6 weeks after the event has been held if there are no damages or additional labor charges made the day of the event. If alcohol is brought onto the property 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, THE CLIENT FORFEITS THE ENTIRE SECURITY DEPOSIT.

**(Client Initials)** \_\_\_\_\_

**FOOD & BEVERAGE:** Food and Beverage shall be provided for each person. All food & beverages must be provided by The Club and are subject to 8% Indiana Sales Tax and 20% Service Charge. Due to fluctuating wholesale food & beverage prices, menu prices may change and will not be guaranteed more than ninety (90) days prior to the event.

The Club must be notified of the final Guaranteed Number for banquet guests at least fourteen (14) 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.

Remaining food and beverage items may NOT be removed from the facility.

A tasting from the menu may be scheduled. With your tasting you are able to choose 4 entrees, 2 vegetables, and 2 starches. You may have as many as four people at a tasting without incurring any cost. Any number over four will be charged \$50.00 per person.

**(Client Initials)** \_\_\_\_\_

*In accordance with applicable Indiana State laws, the 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 the Club and served by an employee of the Club. **Last call for the bar is forty-five (45) minutes prior to the end of the event and the bar will close thirty (30) minutes prior to the end of the event.** Club reserves the right to refuse alcoholic beverages to anyone deemed, in its own discretion, to be intoxicated or under the age of twenty-one. If alcohol is brought onto the property the Client's security deposit will be forfeit. The Club reserves the right to terminate event if any of these terms contained herein are violated by client or their guests.*

**(Client Initials)** \_\_\_\_\_

Purgatory allows cakes to be brought in from outside licensed vendors and providers. Proof of license and insurance from vendor/provider is required. Purgatory will not hold any liability or responsibility for these items and how they are cared for.

We do not offer cooler space or storage space for cakes, cookies, pies, etc. and will not handle them in any other way than cutting and plating them. By signing and initialing you agree that Purgatory Golf Club will not be held liable for these items if they are brought in.

**(Client Initials)** \_\_\_\_\_

**TAX-EXEMPT ORGANIZATIONS:** If the client is tax-exempt, a copy of the tax-exempt certificate must be provided to The 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 the 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 the Club is **\$1500.00**. Deposits are due at the time a signed Agreement is submitted to the Club. If this Agreement is not signed and received by the Club within ten (10) days from the date of receivership, this 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) The Security deposit shall be made three (3) months prior to date.*
- (b) 50% of total payment shall be made 30 days prior to the event date.*
- (c) Payment for all rentals from outside contracted vendors through Purgatory Golf Club shall be paid 30 days prior to the event date.*
- (d) The Remaining balance shall be paid 7 days prior to the event date.*

**(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 - 30% 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 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 client's obligations as set forth in the Agreement.*

*This agreement, consisting of six (6) pages (not counting the cover page), constitutes the entire Agreement between the Club and the client. All changes or addendums to this Agreement shall be in writing between the parties.*

Accepted and agreed this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**By:**

\_\_\_\_\_  
Client Name (Printed)

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purgatory Golf Club Name

\_\_\_\_\_  
Purgatory Golf Club

\_\_\_\_\_  
Signature Date