

BANQUETS & RECEPTIONS

Name _____ Function _____

Address _____ City: _____ St: _____ Zip: _____

Telephone _____ Fax _____ E-mail _____

Approximate # of Guests: _____ Event Date _____ Start Time: _____ End Time: _____

Please be advised your request to hold a reception/banquet at Foxfire Golf Club has been approved, subject to the following conditions and your acceptance of this contract.

1. Room rental charge for the first four hours is \$700.00. A deposit of \$700.00 must be received in order to reserve the requested date.
2. A deposit is only refundable if reception is canceled 90 days in advance of the date.
3. A 18% gratuity and 7.5% sales tax is applied for all food and beverages.
4. Payment in full for the event must be made on the day of the event, unless prior approval is given by Foxfire Golf Club.
5. A guaranteed number of guests must be received seven days prior to the event date. The confirmed number is the number that you will be billed unless actual count is greater.
6. A minimum of **75** guests is required for use of the banquet room/banquet meal. If less than 75 are confirmed, you will be billed for 75 unless actual count is greater.
7. All food and beverages consumed on Club premises must be purchased from Foxfire Golf Club.
8. We will prepare for 10% above the final guarantee count. Leftover food may not be taken off premises.
9. The room rental covers four hours, anytime after that is an additional \$100.00 per hour.
10. The charge per bartender is \$50. This fee is waived upon each bartender reaching \$500 in sales.
11. All linens, china and catering must be done through Foxfire Golf Club
12. As a licensee of the Department of Liquor Control, we strictly adhere to all laws and regulations. All alcohol must be supplied by the Club. We reserve the right to ask for ID as well as turn down anyone that appears to be intoxicated.

I agree to hold Foxfire Golf Club harmless and to defend it from any and all claims for damages of any nature whether to myself or to others that may arise from this agreement.

The person signing this agreement is responsible for payment of all fees or damage incurred by the organization.

Organizer

Date

Foxfire Golf Club