

Sunset Hills Country Club Carrollton, Ga.

BANQUET EVENT AGREEMENT

ATTENDANCE: It is agreed that the Catering Director at Sunset Hills will be notified of the final number of guests attending the agreed upon event 3 Business Days prior to said event. This number will be considered the guaranteed minimum attendance for which the undersigned will be charged and is not subject to reduction. If a final guaranteed count is not received by the agreed time, it is agreed that the number of guests indicated on the agreement will be the guaranteed minimum attendance. Sunset Hills Country Club will be prepared to serve a number equal to 10% greater than the minimum guaranteed count. For events that order off the menu or have a limited menu there will be a \$10.00 per person fee for numbers less than the guaranteed number of guest.

DRESS CODE: Shirts with collars are required. Jeans, cutoffs, gym shorts, t-shirts, and tank tops are not permitted. Sunset Hills Country Club management reserves the right to refuse admittance to any guests that are not in compliance with the dress code. It is the responsibility of the host/hostess to inform guests of the club dress code.

SERVICE TIMES: It is agreed the event will begin and end at the agreed times. Arrangements can be made for extra hours prior to the event at an additional expense. Extension of extra hours because of noncompliance with the contracted times, additional expenses may be added to your final statement at the overtime rate of \$100.00 per hour. All functions are to conclude by 1:00 am, est.

TAXES: It is agreed that all food, beverage and other incidental appropriate charges will incur Georgia State Sales Tax of 7 %.

SERVICE CHARGE: All functions, parties, banquets, receptions and meetings, will incur a service (gratuity) charge of 20%. When special or individual services are requested, a cash gratuity is appropriate.

FOOD AND BEVERAGE PURCHASES: *Food may not be brought onto the Club premises*, with the exception of specialty cakes. Please note there will be a charge of \$1.00 per person if a specialty cake is brought on the premises. All prices quoted for food and beverage purchases are subject to change, due to market fluctuation, if quoted sixty, (60) days or greater in advance of the event. Food service time on buffet or hors d'oeuvres parties will be limited to 2 hours of food presentation. No take out food will be permitted.

MINIMUM SPENDING: Sunset Hills requires a minimum spending per person on banquet events of \$15.00 per person or there will be a \$50.00 service fee applied to the event.

ROOM RENTAL FEES: All corporate, non-members and member sponsored events will incur a room set-up fee. The fee for the room is the deposit to be paid, to hold the room on a definite basis. **All room rental deposits are non-refundable.**

PATRON PROPERTY: **Sunset Hills Country Club** shall not be liable for any loss or damage to such private property that may be brought onto the premises, either prior to, during or left after an event, by anyone associated with or attending the event. All property brought onto the premises by a third party for use during an event is classified as Patron Property.

DAMAGES: Any and all patrons attending an event at Sunset Hills Country Club are governed by the applicable by-laws of Sunset Hills Country Club, and applicable local laws, ordinances and regulations. It is agreed that the undersigned agrees to reimburse Sunset Hills Country Club for the fair market value of any damages or losses sustained during the event caused by violations of said policies and regulations by any or all guests, invitees or other third party persons attending the event.

DEPOSITS: For non-member and/or member sponsored events of 100 or more guests, a deposit of 25% of the estimated food and beverage charges is required thirty (30) days prior to the event.

BILLING INFORMATION: For Sunset Hills Country Club Members: you will be asked to sign your billing ticket immediately after the scheduled event. **For Non-Members, Payment is expected by check or credit card**

only (Master card, Visa or American Express). If previous billing arrangements have been arranged, event will be billed and mailed to the address provided on this agreement and the balance will be due within ten (10) days of the date of the statement. Banquet parties are required to pay one bill, no individual tickets will be handled.

ROOM SETUP AND DECORATIONS: the Catering Manager or General Manager of Sunset Hills Country Club must approve all decorations no less than five (5) days prior to the scheduled event. If extensive setup is required, you will be charged a prorated room rental fee for the additional time and use of the agreed space. Your function room or space will be available for your use in setup, three (3) hours prior to the event. Nails, tape or other objects that may inflict damage upon the surfaces of the room or space agreed upon will not be allowed. In the event that items are brought into the club in boxes, such as during an auction, the party is responsible for removal of all boxes (these boxes may be broken down and placed in our recycle bins in our parking lot) or a \$250.00 fee will be applied to the account.

HOURS OF SALE: Alcoholic Beverages

Consumption on the premises licensees shall only engage in the sale and services of alcoholic beverages between the hours of 7:00 a.m. and 1:30 a.m. Monday through Sunday.

City of Carrollton Alcohol Ordinance (Ord. Of 12-21-92, 1(7-11))

Sunset Hills Country Club reserves the right to discontinue any and all services in the event of blatant or willful disregard for the law on the part of the event sponsor, host, group representative or guests in attendance.

LIABILITY

The Host/Hostess will be solely liable and responsible, and shall indemnify, defend and hold the Club harmless from any injuries or damages to any person or property resulting from any act or negligence of the Host/Hostess or any of the guests of the function. The Host/Hostess is hereby notified of Georgia State Law requiring all persons consuming alcohol be at least twenty-one (21) years of age (GA code ANN. 3-3-23). Therefore, the person signing these "Terms and Conditions" will be solely responsible for the consumption of alcohol by minors attending this function.

STRICTLY ENFORCED for members, non members and sponsored events:

CANCELLATIONS: This section is in regards to food & beverage expenses. The room rental deposit is non-refundable and not part of this breakdown. Should it be necessary to cancel the agreed upon event after the execution of this document, the following charges will be applied:

- 1) Within three weeks of the scheduled event-No Charge.
- 2) Within two weeks of the scheduled event-25% of the estimated billing for food & beverage costs.
- 3) Within one week of the scheduled event-50% of the estimated billing for food & beverage costs.
- 4) Within 48 hours of the scheduled event-100% of the estimated billing, unless the event is rescheduled within five (5) days of the original date.

If the scheduled event is scheduled for the month of December, all cancellations after 30 days prior to the event, are subject to a fee of 100% of the estimated billing for food & beverage costs.

Please initial that you have read & agree to the cancellation policy.

**THIS EVENT IS NOT OFFICIALLY RESERVED UNTIL ALL PARTIES
HAVE EXECUTED THIS AGREEMENT AND ROOM SET-UP FEES
PAID.**

I am in receipt of, understand, and agree to abide by all of the private function policies and procedures set forth by Sunset Hills Country Club. I have reviewed the General Guidelines, and by my signature below agree that it meets my approval.

X _____
Event Coordinator/Contact Person

Catering Director – Sunset Hills Country Club

Address of Event Coordinator

Date

Event Name

Member or Member Sponsor Account #

Event Date