

# Glen Meadows Golf & Country Club

## 2017 Function Booking Contract

Name \_\_\_\_\_ Phone \_\_\_\_\_

Billing Address \_\_\_\_\_

City, Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_

Estimated number of guests \_\_\_\_\_

Date of function \_\_\_\_\_

Select type of function below for additional conditions:

**Luncheon**

Arrival and Departure: We ask that all luncheon functions end by 3:00 pm unless other arrangements have been agreed upon with Glen Meadows Golf and Country Club.

Deposit, Hall Rental and Payments: A \$300.00, non-refundable deposit is required for all brunches & luncheons at time of booking. Bookings may be accepted or refused at the discretion of Glen Meadows personnel. A room rental charge of \$100.00 + tax for every hour (minimum 2 hours) with food orders less than \$15.50 +tax per person. There is no room charge if more than \$500.00 in food is ordered. The hall rental charge may also be charged if the minimum required amount of guests is not reached for any date.

**Evening**       **Wedding**       **Tournament Banquet**

Arrival and Departure: We ask that all evening functions do not schedule their arrivals prior to 5:30 P.M. Glen Meadows license is valid until 1:00 A.M. with all guests out of the building by 1:30 A.M.

Deposit, Hall Rental and Payments: A \$500.00, non-refundable deposit is required for all functions at time of booking. Menus selected under \$25.95 per person plus tax (\$27.95 for weddings), on Saturdays are subject to a hall rental charge of \$1,000.00. Sunday to Friday menu selections under \$25.95 per person plus tax (\$27.95 for weddings), are subject to a hall rental charge of \$100.00 per hour. The hall rental charge may also be charged if the minimum required amount of guests is not reached for any date.

**Celebration of Life**

Arrival and Departure: We ask that your Celebration of Life end by 5:00 p.m. unless other arrangements have been agreed upon with Glen Meadows Country Club.

A \$350.00 + tax, non-refundable deposit is required for all functions at time of booking. Minimum food order is \$10.00 plus tax and gratuity per person. A hall rental charge of \$350.00 plus tax is charged for up to 3 hours.

**Meetings**

We ask that all half-day meetings end by 12:00 noon and all full-day meetings end by 4:00 p.m. unless other arrangements have been agreed upon with Glen Meadows Country Club.

In the event major preparation is required for a function, a set-up fee may be charged at the discretion of Glen Meadows management.

A five hundred dollar (\$500.00) non-refundable deposit is required to confirm the booking.

OFFICE USE ONLY: TO-USERNAME: \_\_\_\_\_

**Both sides of contract MUST be completed**

# Glen Meadows Golf & Country Club Function Booking Contract

## ALL FUNCTIONS:

1. Bookings may be accepted or refused at the discretion of Glen Meadows personnel. The booking party may not sublet any portion of the rented space.
2. Health Regulations: The Liquor Board and Health Department regulations state that no liquor or food may be brought into the clubhouse or onto the property (this includes liquor for gifts, prizes, or raffles). Due to health regulations leftover food or beverages may not leave the property. Violation of this policy may result in expulsion from the premises and the termination of the event. No-one other than Glen Meadows staff may use the kitchen or bar facilities for the preparation of food or beverages. The booking party is responsible for their own First Aid. There is no first aid attendant provided for any event.
3. Setup and Decoration: In the event of additional preparation a set-up fee will be charged. If decorating is required it is the responsibility of the renting parties. Staple-guns, drill-in hooks and tacks are not permitted. Please do not move or rearrange the hooks that are presently in place. Confetti and rice are not permitted on club property. All decorations and personal property must be removed at the end of the event. All materials left in the room will be sent to disposal the morning after the event unless other arrangements have been confirmed by the Glen Meadows office prior to the event. Fees may be charged for any damages or cleanup above basic cleanup.
4. Music: A Government imposed Fee of \$90.00 will be charged to all parties hosting music.
5. Menu Selection: All catering is to be arranged through the Club Chef. The Club Chef must be contacted to confirm meal requests. Meal prices do not include tax or gratuity. All prices are subject to change. Glen Meadows requires all menus to be selected a minimum of two weeks prior to the event date.
6. Confirmation: At least one week prior to the date reserved for the function the Club Office must be advised of the guaranteed number of people who will be present. Regardless of absentee guests the booking party will be charged at minimum for this guaranteed number. There will be additional charges for any guests over the number reserved.
7. Minimums: There must be a guaranteed minimum of forty people Sunday through Friday evenings. For Saturday evening functions a guaranteed minimum of sixty people is required, or eighty people through peak seasons.
8. Payments: All payments made by Credit Card are subject to a 2% administration fee. 2% interest will be applied after 14 days on outstanding balances.
9. Liability: Glen Meadows Golf and Country Club is not responsible for injury to a member or guest nor to their personal property. The undersigned assumes responsibility for any and all injury, loss or damage caused to themselves, others or the property of Glen Meadows Golf & Country Club and are expected to insure themselves against any risks. All persons assume all risks and caution hazards incident to the use of these facilities and agree to release, absolve, save harmless, and keep indemnified Glen Meadows Golf and Country Club or its parent company, Criddle Enterprises Ltd., its officers, employees, and volunteers against all claims, actions, costs, expenses, and demands in respect to death, injury, loss or damage, to the person or property of the participant however caused. Where applicable, it is the responsibility of the booking party to provide security including parking attendants for their event. Glen Meadows will do their utmost to ensure minors are not served alcoholic beverages. All persons appearing under 25 years of age will be required to show one piece of picture ID plus one more supporting piece of ID. The booking party will assume all liability if an adult gives a minor any alcohol. Glen Meadows staff will confiscate any alcohol they see in the possession of any person under 19 years of age. Persons going outside will not be permitted to re-enter the premises. Any minor consuming alcohol may be asked to leave the premises immediately. No alcohol may be brought onto the premises by any guest. Any violations of this contract may result in termination of the event.

**I have filled in all the information required on Page 1. I have read and agree to abide by the Terms and Conditions described on Pages 1 and 2 of the Booking Contract.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Both sides of contract MUST be completed**