

— THE GOLF CLUB AT — EAGLE POINTE

Event Policies and Procedures

Rules of Conduct

- This rental agreement secures only the use of chosen facilities. This does not include the pro shop, putting greens, driving range, restaurant or lounge charges.
- All children must be accompanied by an adult when inside and outside the facilities. Children must be supervised around the clubhouse swimming pool. Children are not allowed to play on or around golf carts. Golf Club at Eagle Pointe is not responsible for any injuries to wedding guests who do not follow these guidelines.
- Renter assumes responsibility for **any and all theft and/or damages** caused by the renter or renter's guests, independent contractors, or employees. This includes any and all facilities on Golf Club at Eagle Pointe's premises.
- Golf Club at Eagle Pointe reserves the right to exclude or reject any and all persons from any function on the premises without liability.
- Renter will be held responsible for any and all damages to golf carts. Guests are typically allowed to use up to four (4) golf carts for certain transportation and photographic needs only if they are not needed by the golf course. There is no guarantee that golf carts will be available.
 - Golf Club at Eagle Pointe reserves the right to take away golf carts from any guest who does not respect our property.
 - If all golf carts and keys are not returned to the Golf Club at Eagle Pointe staff once your needs are met, the renter is held responsible for additional cart fees equal to the daily cart fee.
 - If golf carts are stolen by wedding guests, the wedding party will be charged an additional cart fee of \$6,000.
 - Golf Club at Eagle Pointe is not responsible for property damages caused by wedding guests who operate our golf carts.
- Golf Club at Eagle Pointe has the right to shut down the function due to unruly guest behavior, and no refund is given in this situation.
- Golf Club at Eagle Pointe is not responsible for any damage to items left behind after the function, any items lost by wedding guests, or any injuries that may occur during the event or while using any equipment to decorate the space rented at Golf Club at Eagle Pointe.

Decorations

- We can assist you in selecting your flower arrangements, linens, and music.
- Golf Club at Eagle Pointe will set up and provide tables and chairs for guests. Linens, napkin and tablecloths are available at an additional charge.
- Pre-approved signs are permitted in the registration and private room areas.
- All decorations/items that are not provided by Golf Club at Eagle Pointe must be taken from the facilities the night of the function. Anything left behind will be disposed of by Golf Club at Eagle Pointe. A \$20 per hour charge will be assessed to the client's bill if excessive trash removal is needed.
- Golf Club at Eagle Pointe does not allow tacking or nailing anything to the wooden structures or walls.
- Confetti, rice, birdseed, etc. are not allowed in any area under any circumstances. If these items are found inside or outside the building, an additional \$200 fee will be charged. Guests are not guaranteed to be able to have access to rented facility prior to the day of the event.

Audio/Visual Request

- If you are searching for a qualified, experienced DJ for your event, just ask. We will recommend those who have provided the most enjoyment for our guests. You are welcome to rent a microphone and speaker from us for \$75 plus tax. A screen is available at no cost.
- If music (band, DJ, etc.) is provided for the function, the music must stop at midnight of the date of the function, unless another agreement is made in writing.

Payment Procedures and Room Deposit

- The total amount due for the function is to be paid in full at least seven (7) days prior to the event. As long as the client has received the final invoice, if the total amount due is not paid in full at least seven (7) days prior to the event, a \$50 fee per day will be assessed to the final bill. Golf Club at Eagle Pointe has the right to cancel the event if payment has not been received prior to the morning of the event.
- A non-refundable deposit (determined by the facility, the day, etc.) is required to secure the chosen facilities. A final head count will be due seven (7) days prior to your event.
- All charges are subject to 7% sales tax, while food and beverage charges are subject to 20% gratuity and 1% Monroe County food and beverage tax. Condominium charges are subject to 7% sales tax and a 5% innkeeper's tax (12% total).
- Any groups claiming tax exemption are required to submit a copy of their Indiana Sales Tax Exemption Certificate and/or tax ID number to Golf Club at Eagle Pointe two weeks prior to the event. If certificate is not received on time, client agrees to pay necessary taxes.
- A credit card is required to be on file prior to the event.

Event Facility Rates

Eagle's Nest: \$1,500 rental fee and \$100 cleaning fee plus tax including a \$500 non-refundable deposit to secure the facility for the date of your event.

Price Includes: tables (5' rounds in the Eagle's Nest, 4' rounds on the Terrace), chairs, plates, silverware, buffet set-up, overall set-up and clean-up.

Price Excludes: linens, décor, floral arrangements, wedding planning services, food, beverages, cake cutting and other wedding service charges.

Terrace: \$2,500 rental fee and \$100 cleaning fee plus tax including a \$500 non-refundable deposit to secure the facility for the date of your event.

Price Includes: tables (5' rounds in the Eagle's Nest, 4' rounds on the Terrace), chairs, plates, silverware, buffet set-up, overall set-up, clean-up, service staff, and bartender fees.

Price Excludes: linens, décor, floral arrangements, wedding planning services, food, beverages, cake cutting and other wedding service charges.

Restaurant: \$2,000 rental fee and \$100 cleaning fee plus tax including a 50% non-refundable deposit to secure the facility for the date of your event. Deposit will be waived if combined with another facility.

Upper Talons: \$200 rental fee and \$50 cleaning fee plus tax including a 50% non-refundable deposit to secure the facility for the date of your event. Deposit will be waived if combined with another facility.

Conference Room: \$200 rental fee and \$50 cleaning fee plus tax including a 50% non-refundable deposit to secure the facility for the date of your event. Deposit will be waived if combined with another facility.

Pool Area: \$500 rental fee and \$100 cleaning fee plus tax including a 50% non-refundable deposit to secure the facility for the date of your event. Deposit will be waived if combined with another facility.

Cabana Bar: \$250 rental fee and \$50 cleaning fee plus tax including a 50% non-refundable deposit to secure the facility for the date of your event. Deposit will be waived if combined with another facility.

Bar: price varies

Wedding Ceremony Set-up Fee:

\$250 set-up fee for the 10th tee on the golf course

\$250 set-up fee for the 1st tee on the golf course

Price Includes: rental fee, set-up, and breakdown of up to 200 chairs. Refunds are not given in the event of inclement weather.

Catering Services

- Golf Club at Eagle Pointe's professional catering staff is available to assist with your private, dining and an entertainment plans. We urge you to take full advantage of our imagination and expertise.
- All alcoholic beverages and bar services must be provided by the Golf Club at Eagle Pointe - no exceptions. The Indiana State Liquor Commission regulates the sales and serving of alcoholic beverages; Golf Club at Eagle Pointe is responsible for all of these regulations.
- Golf Club at Eagle Pointe does not allow food to be brought in from outside sources unless a separate agreement is made in writing. The exception to this policy is having a special occasion cake.
- In order to assure the availability of all chosen items, your menu selection should be submitted two weeks prior to your event.
- Any menu changes made less than 14 days prior to your event are not guaranteed. An additional fee of \$20 per day will apply.
- All food and beverage prices are subject to change without notice to the client.
- A final guest count must be submitted 7 days prior to your event. If meals are to be provided to 3rd party vendors such as a DJ, wedding coordinator, photographer, etc., the number must be included in the final guest count.
- Guest counts not reported will be based on estimated attendance or actual attendance, whichever is greater.
- The total amount due for the function is to be paid in full at least one week prior to the event. If the total amount due is not in full at least one week prior to the event, The Golf Club at Eagle Pointe reserves the right to cancel the function. Additional charges will apply if payment is not made on time.
- 7% sales tax and 20% gratuity will be added to all food charges.
- Client is required to notify Golf Club at Eagle Pointe of any specific food allergy concerns two weeks prior to the event. Golf Club at Eagle Pointe will make special arrangements to accommodate and satisfy guests with special dietary restrictions.
- Consuming raw or undercooked meats, poultry, shellfish, or eggs may increase risk for foodborne illness.
- Due to room temperature and holding conditions, the Health Department does not recommend releasing leftover food to you and your guests after the event. If the food is deemed safe, leftovers can be shared upon signing a release. Signing the release absolves Golf Club at Eagle Pointe from all liabilities which may arise from the consumption of leftover food.
- A tasting may be scheduled for select menu items. Tastings cost \$50 if the contract has not been signed. That fee will be subtracted from the deposit if the client decides to utilize our catering services. A free tasting will be provided if the contract is signed first. Additional tastings cost \$50.
- If the client cancels the event 14 days or less before the scheduled date of the event, the client will be responsible for 50% of the event's projected food charges.

Release of leftovers

Golf Club at Eagle Pointe typically creates more food than we plan to serve. Due to room temperature conditions, the Health Department does not allow us to release most leftover food after events. Our experienced and certified staff will determine the safety of all leftover food. If the leftover food is deemed safe for consumption, it will be available for the client and guests to take home upon signing this release.

This releases Golf Club at Eagle Pointe Catering from all claims, and causes of action or liabilities, which may arise as a result of releasing leftover food.

Client's full name (printed)

Golf Club at Eagle Pointe Representative (printed)

Signature

Signature

Date of Event

If you have any further questions, please feel free to contact Abby Englert at (812) 824-4040 or abby@golfclubeaglepointe.com

Facility Rental and Event Policies Agreement

CODE: _____

I understand and agree with the policies and payment procedures outlined in the above Event Contract

Name of Event: _____

Company: _____

Email: _____

Phone: _____

Address: _____

City, State, Zip: _____

Printed name of person responsible for payment_____
Phone Number_____
Signature of person responsible for payment_____
Date:_____
Director of Events_____
Date:

Date of Event: _____ Event Description: _____

Facility(ies):

____ EAGLE'S NEST

____ CONFERENCE ROOM

____ TERRACE

____ POOL AREA

____ UPPER TALONS

____ CABANA BAR

____ RESTAURANT

____ BAR

Preliminary Rental Fee: _____

Amount of deposit: _____ Paid: Y N _____