

Room Rental Agreement Form

The below contract states fees & rules associated with Stony Creek banquets. The contract needs to be returned to the Clubhouse Manager to reserve a date and time.

Contact Name: _____

Phone Number: _____ Email: _____

Address: _____ City: _____ Zip Code: _____

Room Requested (Check all that apply): Dining Room (Capacity 100) Tent (Capacity 100)

Event: _____ Estimated Guest Count (Minimum 50 guests): _____

Date of Event: _____ Start Time: _____ End Time: _____

1. A \$350 reservation deposit made by cash, credit card, or by a personal check, which will be processed, is required at the time of booking the event. **This payment is non-refundable and will be applied to the remaining event balance.**
2. Renter agrees to pay the cost of all food and beverages on the event date. Should a date change for the booked event take place, the non-refundable reservation charge will follow to the new date, only if the date has been rescheduled.
3. A guaranteed count, menu, and linen selection is required 10 days prior to the event. All additions and/or changes must be made at this time.
4. It is agreed that Stony Creek Golf Course shall be held harmless for all liability, for acts of Renter or Renter's guests, resulting in, but not limited to, fire, accident, theft or any loss or injury whatsoever. We will also not be liable for any damage to any items brought in by Renter. (Cakes, decorations, glassware, etc.)
5. It is also agreed that any damage sustained by Stony Creek Golf Course because of this event will be reimbursed by the Renter.
6. No Glitter or Confetti allowed! There is a \$250 Cleaning Fee for events leaving it behind.
7. **An 18% gratuity is added to parties of 12 or more.**

I have read and understand the policies and accept the conditions as stated. The date and time are correct as stated. I will submit a final guest count, menu, and linen selection at least 10 days prior to the event.

Print Name: _____ Signature: _____

Date: _____

Banquet Guidelines and Procedures

Food & Beverage: All food and beverage must be provided by Stony Creek Golf Course unless the outside catering option has been selected. Due to Health Department Regulations, no homemade goods are allowed or served at Stony Creek Golf Course. Bakery goods are allowed to be brought in. Leftover food cannot be removed from Stony Creek Golf Course unless the renter uses an outside caterer. To-go materials will not be provided.

Menu Selections: Entrée selections are widely varied and are served buffet style. Menu choices need to be finalized 10 days prior to the event date.

Room Reservation Charge: Payment guarantees your date. The \$350 deposit will be applied to the remaining charges on the event date. No guarantee of your date will be given without a \$350 deposit and signed room rental agreement.

Payment: Payment is due in full on the event date. Payment may be made in the form of credit card or cash. Personal checks will not be accepted for final payment.

Cancellation: Room reservation is non-refundable unless the date is rebooked.