



# SPECIAL EVENTS CONTRACT

## Fenton Farms Golf Club

12312 Torrey Rd.  
 Fenton, MI 48430  
 810-750-6098 (phone)  
 810-750-6560 (fax)

DATE		TIME	
DATE OF EVENT		TIME OF SETUP	
NAME OF EVENT		TIME OF GUEST ARRIVAL	
TYPE OF EVENT		TIME FOOD IS SERVED	
NUMBER OF GUESTS	# _____ <i>estimated</i>	END TIME:	

HOST INFORMATION	
NAME OF HOST	
ADDRESS INFO:	
E-MAIL ADDRESS:	
HOME PHONE	
CELL PHONE	
Credit Card Info	

CLUB HOUSE SET UP	
AREA OF CLUBHOUSE TO BE USED	ENTIRE CLUB HOUSE (Seats 124) if needed or BACK BANQUET AREA only (seats 72)
FOOD SELECTION	
BEVERAGE SELECTION	
AV REQUIREMENTS	
NOTES:	



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DESCRIPTION	QNTY	UNIT PRICE	TOTAL
FACILITIES RENTAL FEE			
Food & Beverage Total			
Service			
Sales tax			
SUB TOTAL			
DEPOSIT PAID			
2ND PAYMENT			
BALANCE DUE!!			

### FENTON FARMS GOLF CLUB POLICIES

By signing this contract it is understood that a rental fee of \$500.00 will be charged for events under 200 guests. **Fifty percent** of the rental fee deposit is due upon signing of the contract. Your date will be booked and secured upon receipt of signed contract and deposit of rental fee.

**In the event of cancellation, the entire deposit fee will be non-refundable unless cancellation is made a minimum of 30 days prior to the event.**

We ask that you select your food and bar items **14 days** prior to the planned event date. We will be happy to assist in the selection of a disc jockey, wedding cake, decorations and other items; however we are not responsible for any of the aforementioned. No charge for the use of white or ivory linens.



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You are responsible for the final count . FINAL COUNT is due **7 days** prior to the event. The final count is the count billed for and anything over the final count will be charged to you.

**PAYMENT POLICY: 3 days prior to the event, a deposit totaling 1/2 of the expected food and beverage bill will be due.**

We are not responsible for lost, stolen or damaged personal items belonging to you or your guests while on our premises. You are responsible for the behavior of your guests, including children. During the event you are required to treat our staff with respect; harassment of any kind will not be tolerated. If necessary, any staff member has the authority to cut off any and all guests deemed to have consumed excessive amounts of alcohol, that includes the guest(s) of honor.

In the event of excessive damages to the premises (ex. Trash left out, damage to furniture, unclean bathrooms, VOMIT CLEAN UP etc.) your deposit will act as a cleaning fee and will not be applied toward your deposit total.

We ask that your guests congregate in the designated areas only, which includes the clubhouse and patio. **ALL GUESTS MUST STAY OFF PUTTING GREENS, GOLF COURSE and GOLF CARTS.**

I ACCEPT THE TERMS AND CONDITIONS OF THIS CONTRACT AS STATED ABOVE:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Client Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_