

# REAMES GOLF & COUNTRY CLUB

4201 Highway 97 South, Klamath Falls, Oregon 97603

(541) 884-7205 ext. 15

www.reamescc.com

zowtiak@yahoo.com

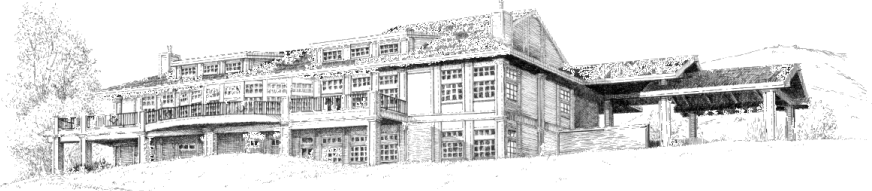
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## **Banquet and Special Function Agreement**

Thank you for considering Reames for your next special event! Below are the rules and agreement that helps for every guest to enjoy their event here at Reames.

- ❖ Anyone desiring to hold a banquet or special function at Reames Golf & Country Club shall be designated as a sponsor for that event and shall agree to be responsible for any indebtedness, including any damages to the building and or golf course resulting from negligent actions of persons connected with your event.
- ❖ The club manager or their designee shall have control over all employees, and shall be responsible for their conduct and appearance and shall see that they carry out their assigned duties; employees must not be reprimanded or directed by members or guest.
- ❖ All use of the club facilities shall be in strict accordance with the rules and regulations of Reames Golf and Country Club pertaining to usage fees, damage deposits, cleaning fees as well as furniture and equipment moving fees and or rental.
- ❖ No one shall be permitted to bring any food or beverages into the club, excluding wedding cakes. Leftover wedding cakes must be taken home at the end of the event. Any and all equipment or decorations brought in must also be taken home at the end of the event. The General Manager and Banquet Manager must approve exceptions. **Reames will not accept liability for any lost or damaged equipment left on the property.**
- ❖ OLCC regulations do not allow any alcoholic beverages to be served or consumed by MINORS or those visibly intoxicated. Alcoholic beverages purchased elsewhere may not be brought onto our premises. The only exception is beer and wine that will be served by our staff. **Anyone consuming alcoholic beverages, either in the parking lot or in the building not served by our staff, will be asked to leave the premises immediately. Any person deemed intoxicated by OLCC standards will not be served and may be asked to leave the premises. Reames reserves the right to shut down the bar at anytime that the majority of the group in attendance is deemed intoxicated by OLCC standards. Reames Golf & Country Club also reserves the right to inform the host of any guest that is obnoxious or disorderly or out of control before we remove the person or persons from the property.**
- ❖ Reames Golf & Country Club will not be responsible for loss or damage to persons or property on the club premises.
- ❖ Decorations involving the use of tacks, nails, paint, staples, or any other means that will deface or damage club property will NOT be permitted. Confetti usage is strongly discouraged.

- ❖ Any and all charges incurred through the rental or lease of equipment or supplies from companies other than Reames Golf and Country Club shall be the sole responsibility of the host.
- ❖ Any events that run over the allotted time agreed upon by the host and Reames will be subject to a \$150.00 per hour labor fee with a one-hour minimum. Room rental is 4 hours an event unless otherwise agreed upon.
- ❖ A nonrefundable booking deposit of \$250.00 is required to hold the event date and will be applied to the event cost. The following progressive payment structure will be required unless otherwise approved by the general manager:
  - Ninety (90) days prior to the event one-third (1/3) of the estimated cost minus the deposit amount will be due to continue to hold the date of this event.
  - Sixty (60) days prior to the event an additional one-third (1/3) will be due to continue to hold the date of this event.
  - Balance is due seven (7) days prior to the date of this event based on the final count, menus, rentals and services for this event.
  - Balance owed for any additional additions during the event will be due upon receipt of the final statement.
- ❖ A gratuity charge of 20% of the total bill will be added to all events. Any room set up changes (if different from what was agreed upon) made on the day of the event will be subject to a \$200.00 service fee.
- ❖ All deposits are non-refundable after this agreement is signed.
- ❖ Final selection of all menu items must be made at least 10 days in advance of the event date. If you do not see a particular menu that is of interest to you Reames culinary staff is more than happy to design a menu tailored to your needs. Sponsor must provide a final guarantee of attendance seven (7) days in advance, with numbers for the specific entrees ordered. Cancellations will not be accepted after that time. "No Shows" will not be deducted from the final bill. Every effort will be made to accommodate special dietary requests; it is the responsibility of the host to inform the banquet manager in advance of special dietary requests. Last minute requests take time to prepare and may result in your guest having to wait for their meal.
- ❖ Our executive chef must approve any special menu requests. The chef reserves the right to substitute a menu item should it be deemed necessary.
- ❖ Reames will have enough food prepared to serve 10% over the guarantee. However we cannot have an unlimited supply of a food item that may be more popular than another. Food that is not utilized may not be removed from the premises for any reason.
- ❖ There will be a linen fee of \$2.00 per person.
- ❖ There is a corking fee for wine of \$10 per 7.5ml, \$12.50 for larger bottles which are brought in by guests.
- ❖ If you bring in your own kegs there is a tapping fee of \$250, which will be added.
- ❖ Any and all rehearsal dates must have prior approval by the banquet manager.
- ❖ Live entertainment such as a band or DJ is permitted with approval of the banquet manager. They must supply all their own equipment and requests for equipment from Reames will not be granted. All costs of meals for entertainment persons will be the responsibility of the host. Any damages resulting from entertainers will also be the responsibility of the host.
- ❖ All menu prices subject to change at any time.



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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_ Booking Date: \_\_\_\_\_

Credit Card # kept on File: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Deposit Date: \_\_\_\_\_ Deposit Paid: \_\_\_\_\_

Date 50% Deposit Due: \_\_\_\_\_

Deposit	Date	Amount
90 Days		
60 Days		
7 Days		

Signatures Required

Sponsor: \_\_\_\_\_

Bill Zowtiak, Food & Beverage Director: \_\_\_\_\_

or

Laine J. Wortman, General Manager: \_\_\_\_\_