



## Business Banquet Policy Agreements

Thank you for considering Hawk Hollow Golf Course and Eagle Eye Golf Club for your special occasion! Please read the following terms of agreement carefully. By signing this contract, the customer agrees to all of the terms and conditions.

This agreement is made between the undersigned customer ("Customer") and CLM Business Corp., which is referred to in this agreement as Hawk Hollow and/or Eagle Eye

The room rental fee is due at the time of booking. The rental fee includes use of the room for the events specified scheduled time frames with premises to be vacated by 1:00a.m., structure arrangements, set up/clean up, house linens (color options may be available on request and all linens are a poly blend), white table skirting for specialty tables, china, stemware, flatware, dance floor, coat closets/racks, podium and limited a number of easels.

All events which require 6 or more vendor/display tables will be charged \$25.00 per table.

The schedule of room rental fees will be determined upon factors pertaining to your total scheduled event. Revisions in group counts, times, date or meal function may necessitate revision on the room rates and rental fees. Hawk Hollow and Eagle Eye reserve the right to adjust the room assignment based on the actual status of the event.

All food and beverage must be purchased through Hawk Hollow and Eagle Eye. Food items may not be removed from the premises upon completion of the function due to state health regulations.

A \$20.00 per server fee will be applied to your final food bill for butler passed hors d'oeuvres. Your event coordinator will discuss the proper number of servers required for your event.

Final menu selections must be submitted two weeks prior to the event to ensure availability of desired menu items.

Final plate count must be submitted to Hawk Hollow and Eagle Eye ten (10) days prior to the event. This will be considered your minimum guarantee, for which you will be charged even if your guests do not attend. No reduction in count will be accepted less than 10 days prior to the event. Additions can be made up to four (4) days prior to your event. If a guarantee is not received by the agreed upon date, we will consider your last estimated number of attendees as the guarantee. Hawk Hollow and Eagle Eye reserves the right to substitute other available food and services if necessary in the event the number of guests exceeds the guaranteed number, or when the guaranteed number is received less than four (4) business days prior to the event. If an event exceeds the final count, the final bill will reflect the actual number of guests served.

Payment of the confirmed number of meals is required seven (7) days prior to the event. Billing for any bar service and/or additional meals will be mailed following the event and is due upon receipt. A time-price differential in the amount of 12% of the outstanding balance will be applied to the balance over 30 days and each 30 day period thereafter.

All prices are guaranteed 90 days prior to the event.

An additional charge of \$1.00 per person will be applied to all plated meals which have a choice of two entrees. An additional charge of \$2.00 per person will be applied to all plated meals which have a choice of three or more entrees. Substitutions may be made for guests with special dietary needs at no charge. Any such requirements must be made with the event coordinator no later than 4 days prior to the event. For service of multiple choice meals of any amount, the host MUST provide clear, identifiable nametags or place cards which will include the entrée selections of each guest.

A labor charge of \$50.00 will be assessed for meal functions of less than 20 people.

All events of less than 50 guests will be allowed a maximum of 2 food selections.

Hawk Hollow and Eagle Eye will arrange "Corporate Rates", depending on each events requirements.

Room: \_\_\_\_\_ Rental Fee: \_\_\_\_\_

Received: \_\_\_\_\_ Type of Payment: \_\_\_\_\_

Continued on page 2.

By signing this agreement, the customer agrees to all terms contained herein.

<b>Customer:</b>	<b>Hawk Hollow or Eagle Eye Representative:</b>
Print Name: _____	Manager: _____
Signature: _____	Today's Date: _____
	Function Date: _____

Hawk Hollow and Eagle Eye are licensed facilities and in accordance with the laws of the State of Michigan, all beer, wine and liquor MUST be purchased and served by Hawk Hollow and Eagle Eye. No persons under the age of 21 will be served. Should the age of a guest be in question, proper identification will be required. Hawk Hollow and Eagle Eye reserves the right to discontinue service of alcoholic beverages to any group or individuals. This may require closing the bar despite any prior arrangements. Last call is 12:30.

The number of bartenders will be assigned based on individual event needs. Requests for additional bartenders will be subject to a \$75.00 per bartender charge.

Hawk Hollow and Eagle Eye bartenders will have a tip jar in full view at all semi-open or cash bars. Tips may be accepted when bar is open or all-inclusive, but tip jar will remain behind the bar.

Table wine service is available for your event. A \$20.00 per server fee will be applied to your final bar bill. Your event coordinator will discuss the proper number of servers required for your event.

A \$75.00 bar fee will be applied to the final bar bill if cash receipts do not exceed \$250.00.

Hawk Hollow and Eagle Eye are non-smoking facilities.

Hawk Hollow and Eagle Eye does not permit the affixing of anything to the walls, ceiling or floors with nails, staples, push pins, tape or any other substance without prior approval from the event coordinator. Glitter, confetti and fireworks, including sparklers, are not permitted. The host or sponsor of the event will assume responsibility for any and all damages to or loss of property from the guests, invitees, staff, or any others affiliated with the function. A cleanup fee or "dumpster" fee may also be assessed for excessive decorations left in the room. Banners may be hung with approval and coordination from Hawk Hollow and Eagle Eye staff. Banners must be provided 24 hours in advance, for proper hanging.

Any changes to a room set up must be made no later than six hours prior to guest arrival. A \$50.00 fee may be charged for room set up changes requested less than six hours before guest arrival.

Hawk Hollow and Eagle Eye does not have space available to store personal property, equipment or supplies belonging to or rented by the host before or after scheduled events. Hawk Hollow and Eagle Eye may not be held responsible for the damage or loss of any merchandise or personal articles left on the premises prior to or following the event. All items must be removed from Hawk Hollow and Eagle Eye immediately following the event.

Hawk Hollow and Eagle Eye permits the use of outside vendors, including, but not limited to the following; DJ's, bands, cakes, decorators. These vendors must meet all requirements of Hawk Hollow and Eagle Eye. Hawk Hollow and Eagle Eye will not be responsible for packaging or shipping of any remaining items following an event. Linens requiring Hawk Hollow and Eagle Eye staff to prepare must be delivered to the facility.

Hawk Hollow and Eagle Eye reserve the right to require hosts to provide chaperones or security personnel, at the host's expense.

Neither Hawk Hollow or Eagle Eye shall be liable to Customer, and the Customer hereby waives all claims against Hawk Hollow and Eagle Eye, for injury or damage to persons or property sustained by Customer or made against Customer, resulting from any cause, including but not limited to : (1) any accident in or about the banquet facility, including the parking area; or (2) any personal injury to property damage resulting directly or indirectly from an act of negligence of the Customer, Customer's guests, Customer's employees, Customer's agents, or Customer's invitees. In addition, Customer shall indemnify and hold harmless Hawk Hollow and Eagle Eye against all liability, costs and attorney fees arising out of the Customer's use of the banquet facility, that arises from personal injury or property damages caused wholly or in part by any act or omission of the Customer's, Customer's guests, Customer's employees, Customer's agents or Customer's invitees.

Any claim for damage against Hawk Hollow or Eagle Eye for any reason by Customer, Customer's guests, Customer's employees, Customer's agents, or Customer's invitees, will be limited to the amount of the rental fee paid by Customer as set forth on page one of the Banquet Agreement.

Hawk Hollow and/or Eagle Eye shall not be liable for non-performances of this contract when such non-performance is attributable to labor troubles, disputes or strikes, accidents, government (federal and municipal) regulations and/or restrictions upon travel or transportation, availability of food and/or beverage, riots, national emergencies, Acts of God, weather, and other causes whether enumerated herein or not, which are beyond the reasonable control of and prevent or interfere with the performance of Hawk Hollow and Eagle Eye Golf Club.

Dependent on the nature of the event, public liability and property damage insurance may be required.

**Please Initial:**

**Customer** \_\_\_\_\_ **Hawk Hollow or Eagle Eye Representative** \_\_\_\_\_