



15500 Chandler Rd. • E. Lansing, MI 48823

Banquet Policy Agreements



15101 Chandler Rd. • Bath, MI 48808

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.

RECEPTION LOCATION:

LAKEVIEW PATIO 1 PATIO 2 EAGLE'S NEST HILLSIDE LAKEPOINT GRAND GARDEN LOG CABIN

Function Date: _____ Rental Fee: _____ Date Received: _____

Type of Payment: VISA/MC DISCOVER AMEX
 CASH CHECK (#) _____ Name _____

Checks payable to **CLM Business Corp.**

CEREMONY LOCATION:

CHAPEL

Type of Payment: VISA/MC DISCOVER
 AMEX CASH

CHECK (#) _____

Name _____

Checks payable to **The Chapel at Hawk Hollow.**

WEDDING GARDEN WEST LAWN

Type of Payment: VISA/MC DISCOVER
 AMEX CASH

CHECK (#) _____

Name _____

Checks payable to **CLM Business Corp.**

Time Slot: _____ Rental Fee: _____ Date Received: _____

The below terms are made part of the Banquet Agreement/Policies. The undersigned Customer has read, understands and agrees with the terms below and by signing this agreement, the customer agrees to all terms contained herein as part of the Banquet Policy Agreements.

Customer:

Print Name: _____

Signature: _____

Hawk Hollow or Eagle Eye Representative:

Manager: _____

Today's Date: _____

The room rental fee is due at the time of booking. The rental fee includes use of the room for the entire day of the event beginning at 9:00a.m., with premises to be vacated by 1:00a.m., structure arrangements, set up/clean up, tables, chairs, house linens (colored options available at no charge), white table skirting for all specialty tables, china, stemware, flatware, dance floor, coat closet/racks, podium, reserved signs, table numbers/stands, ivy bowl centerpieces and cake cutting. Floor length linens, overlays, cocktail tables and staging are available for an additional fee.

The room rental fee is non-refundable unless an event of similar size is booked for the same date in the cancelled room. All cancellations MUST be submitted in writing. Cancellations require the yellow copy of the contract to be returned with a signed letter of cancellation request. If your reservation is cancelled 30 to 60 days prior to the event, the deposit is forfeited. Food and beverage charges will be incurred based on your estimated guest count. Cancellations within 60 days will be charged 30% (F&B). Cancellations within 30 days will be charged 50% (F&B).

Hawk Hollow and Eagle Eye reserves the right to refuse any booking it considers inappropriate or inconsistent with the values, well-being or reputation of Hawk Hollow and Eagle Eye.

Hawk Hollow and Eagle Eye are not responsible for setting or removing table runners/overlays, chair covers, centerpieces, party favors, place cards or other decorations supplied or rented by host and/or outside vendors.

All food and beverage must be purchased through Hawk Hollow and Eagle Eye. Wedding cakes are the only exceptions. Food items may not be removed from the premises upon completion of functions. Leftover food is donated to Food Movers. Hawk Hollow and Eagle Eye reserves the right to incur minimum per person food and beverage charges when applicable.

Selected items may be butler passed to your guests for an additional fee of \$20.00 per server which will be applied to your final food bill. One server per 50 guests.

Cake cutting will be provided by Hawk Hollow and Eagle Eye employees at no charge. Cake service may also be provided with a maximum of two cake flavors. For cakes which exceed two flavors, Hawk Hollow and Eagle Eye require guests to serve themselves. Cake tables may not be moved to other locations in the room after cake has been displayed.

Chocolate fountains are permitted and require an attendant. In the event you cannot provide an attendant, one will be provided for you with a \$200.00 fee being applied to your final bill.

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

Final plate count must be submitted to Hawk Hollow or 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 can be accepted less than 10 days prior to the event. Additions can be made up to four (4) days prior to your event and will be billed separately. Any additions made after four (4) days prior to the event will be charged an additional 15% above menu price. 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 reserve the right to substitute other available food and services if necessary in the event the number of guests exceeds the guarantee number, or when the guarantee number is received less than four (4) business days prior to the event. In an event exceeds the final count, the final bill will reflect the actual number of guests served. An additional charge of \$200.00 is applied to all events with less than 20 guests. Buffets are not available for groups under 20 with the exception of one of the Sandwich Buffet options, which has a group minimum of 20. We invite groups of 20 or less to order from the plated options in our menu.

Payment of confirmed number of meals and the confirmed number of guests for any "all inclusive" bar package must be paid seven (7) days prior to the event. An estimate of any "open" or "semi open" bar must be paid seven (7) days prior to the event. Billing for any additional meals and the remainder of the bar service will be mailed following the event and is due upon receipt. 1 ½ % interest (compounded) is added to accounts over 30 days past due, with an annual percentage rate of 18%.

Menu prices are guaranteed 90 days prior to the event. All prices are subject to Michigan sales tax and 18% service charge.

An additional charge of \$1.00 per person will be applied to all plated meals which have a choice of two (2) 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 four (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 selection of each guest. Combination plated meal costs are established by Hawk Hollow and Eagle Eye based on food choices.

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. Any alcoholic beverage not purchased from and dispensed by Hawk Hollow and Eagle Eye will be immediately confiscated and discarded. No persons under the age of 21 will be served. Should their age 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 prior arrangements. Last call is at 12:15 a.m. Alcohol will not be served after 12:30a.m. or prior to 12:00 noon on Sunday. Beverages are not permitted on the dance floor.

Hawk Hollow and Eagle Eye bartenders will have a tip jar in full view at all "semi-open" or "cash" bars. Any request for bartender to remove their tip jar will result in additional bar fees to the host. The quantity of bar staff allotted to an event is at the discretion of Hawk Hollow and Eagle Eye.

Hawk Hollow and Eagle Eye have a "no shot policy". No "shots" or "shooters" are permitted. "Doubles" are permitted only at "CASH" bars. Hawk Hollow and Eagle Eye does not permit any "open bar" status longer than 6 hours.

Hawk Hollow and Eagle Eye does not allow the set up of additional bars or food service on porches, patios or verandas.

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. Table wine service is offered during dinner only and is billed separate from any other bar arrangements.

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, artificial snow 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. Fees may also be assessed for excessive decorations left in the room, excessive cleanup or damages after the event. Hawk Hollow and Eagle Eye holiday decorations are set the last week of November and will remain in the rooms until the last holiday party has taken place. Time will not extend past the second week in January. Christmas trees and other decorations are not allowed to be removed or moved to other locations in the rooms.

Any changes to the room made within 6 hours prior to guest arrival will be subject to additional labor charges.

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 and decorators. These vendors must meet all requirements of Hawk Hollow and Eagle Eye. Hawk Hollow and Eagle Eye will not be responsible for packaging any remaining cake, cake plates or dowels, and it is the responsibility of the cake vendor to supply the host with proper supplies for taking home leftover cake. Hawk Hollow and Eagle Eye must be notified at least 10 days prior to event by any outside vendor involved. All entertainers must finish their last set by 12:45a.m. Hawk Hollow and Eagle Eye require all vendors to remove all equipment or supplies by 1:30a.m. to avoid additional fees to the host.

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

Neither Hawk Hollow and Eagle Eye shall be liable to Customer, and the Customer hereby waives all claims against Hawk Hollow or 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 or 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 damage 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 of the Banquet Agreement.

Hawk Hollow and/or Eagle Eye shall not be liable for non-performance of this contract when such non-performance is attributable to labor troubles, disputes or strikes, accidents, government (federal or 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.