



15500 Chandler Rd. • E. Lansing, MI 48823

Conferences and Special Events Policy Agreement



Thank you for choosing Hawk Hollow Golf Course and Eagle Eye Golf Club for your event! 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.

EVENT LOCATION:

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

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

Name of Event: _____

Type of Payment: VISA/MC DISCOVER AMEX CASH Is your event tax exempt? YES NO

CHECK (#) _____ Name on Check _____

* Checks are made payable to **CLM Business Corp.**

The below terms are made part of the Conferences and Special Events Policy Agreement. 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 Conference and Special Events Policy Agreement.

Customer:

Print Name: _____

Signature: _____

Hawk Hollow or Eagle Eye Representative:

Manager: _____

Today's Date: _____

The room rental fee is the deposit and is due at the time of booking. The rental fee includes use of the room(s) for the events specified time frames with premises vacated no later than 1:00 a.m., structure arrangements, setup/clean up, house linens (90" rounds - white only) OR limited color options (72" x 72" square), house napkins, white table skirting for specialty tables, china, stemware, flatware, coat closet/racks, podium, reserved signs, table numbers/stands. Hawk Hollow and Eagle Eye reserve the right to adjust the room assignment based on the actual status and size of the event. Revisions in guest count, times, dates or meal plans may necessitate revision of room placement. Minimum guest counts are required for our rooms. Set up which requires use of the room prior to the day of will be determined based on room availability and is not a guarantee. Room placement may alter at the discretion of Hawk Hollow and Eagle Eye due to final guest count, set up needs or situations beyond the control of Hawk Hollow and Eagle Eye.

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 – 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 does not have break out rooms available for less than 50 guests. If larger banquet rooms are needed as "break out rooms" for any duration of the day, a full room rental fee will be collected at the time of booking for each additional room needed.

Meeting packages will require full room fee as a non-refundable deposit at the time of booking. With a guarantee of 20 guests or more, the room fee/deposit made will be applied to the final invoice. In the event there are less than 20 guests, \$275.00 of the room fee/deposit will NOT be applied to the final invoice.

Non-profit organizations must provide tax exempt form to event coordinator.

All events are given up to 12 banquet tables (30" x 6'8") which are included in the rental fee. Events which require more than 12 banquet tables (30" x 6'8") will be charged \$10.00 per table and will include white linens. Should white table skirting be needed, cost for each additional table will be \$25.00 each. Classroom style tables are available at an additional \$10.00 per table and will include a linen only. Staging, cocktail tables, audio/visual equipment can be ordered through Hawk Hollow and Eagle Eye directly. Audio/visual equipment will be charged 18% service charge. Cancellations for audio/visual equipment must be made at least 24 hours prior to the event to avoid being charged in full. Additional audio/visual equipment added the day of the event will be charged cost plus additional labor charges. Extensive audio/visual orders may require direct communication between host and A/V tech.

A two week appointment between host and event coordinator will take place via phone/email/in person to gather final event details. Final details appointments are not permitted to take place prior to two weeks before your event to allow optimal attention to current events taking place.

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 event. Leftover food is donated to Food Movers.

Final menu selection and event details 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 and Eagle Eye seven (7) business 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 the count can be accepted less than seven (7) business days prior to the event. Additions can be made up to four (4) business days prior to the event. If a guarantee is not received by the agreed upon date, we will consider your last estimated number of guests as the guarantee.

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 (3) 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 name tags or place cards which will include the entrée selection of each guest. Combination plated meal costs are established by Hawk Hollow and Eagle Eye. For groups less than 20, we require that you offer a plated meal with no more than 2 entree choices. 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 if 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 confirmed number of guest/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 sent following the event and is due upon receipt. Billing for the remaining balance of the bar service will be mailed following the event and is due upon receipt. Events with an outstanding balance 30 days after the event will be subject to late fees. Dependent upon the type of event you are hosting, direct billing may take place in the days following the event and is due thirty days upon receipt.

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

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 beverages not purchased from or 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 12:30 a.m. or prior to 12:00 noon on Sunday's.

Hawk Hollow and Eagle Eye have a "no shot" policy." No "shots" are permitted. "Doubles" are permitted at "CASH" bars only. For optimal guest satisfaction, the bar is not permitted to close for any duration of time during the event. The host may choose to change the bar to "consumption based" or "cash based" status. 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, ceilings 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 others affiliated with the function. Fees will be assessed for 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 room until the last holiday party has taken place. Time will not extend past the second week of January. Christmas trees and other decorations are not allowed to be removed or moved to other locations in the room. Color combinations on Christmas trees are at the discretion of Hawk Hollow and Eagle Eye and will not change once in place.

Any changes or additions to the room made within 24 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 or 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. All entertainers must finish their last set by 12:45 a.m. Hawk Hollow and Eagle Eye require all vendors to remove all equipment or supplies by 1:30 a.m. to avoid additional fees to the host.

Neither Hawk Hollow or Eagle Eye shall be liable to the 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 facilities, including the parking area, or (2) any personal injury or property damage resulting directly or indirectly from an act of negligence of the Customer, Customer's guests, Customers 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 facilities that arise 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 damages against Hawk Hollow or Eagle Eye for any reason by Customer, Customer's guests, Customer's agents or Customer's invitees, will be limited to the amount of the rental fee paid by Customer as set forth in 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, 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 or prevent or interfere with the performance of Hawk Hollow or Eagle Eye Golf Club.

Dependent on the nature of the event, Hawk Hollow and Eagle Eye may require public liability and property damage insurance, security deposit or security personnel at the host's expense.