



3068 Franklin Street Road  
Auburn, New York 13021  
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www.highlandparkgolfclub.com

## **General Catering Information Contract**

Thank you for considering Highland Park Golf Course, Inc. for your upcoming event! Our club offers you scenic surroundings and a staff with the desire to provide you with an enjoyable visit. Our facility includes a beautiful banquet room and grill room, which comfortably accommodates groups of up to 125 persons.

A guaranteed minimum of 125 persons is required for Saturday events. Any Saturday event below this minimum guarantee is subject to pay the additional food cost (per plate) per person so that the number of guests would be equivalent to our minimum guarantee of 125 people.

**Deposit** – A required \$500.00 **non-refundable deposit** is needed to secure the date of your event. The deposit will be deducted from your final event bill. **Any damage(s) occurred during the event will be taken out of the deposit and if the damages exceed the deposit amount, the full damage amount must be paid in full by the Guarantor no later than two (2) weeks after the event date.**

**Set Up Fee** – Events in Grill Room - \$100.00; events in Banquet Room - \$150.00; events using both the Banquet and Grill Room - \$200.00. Basic linen, cleaning, and basic setup is included in the Set Up Fee.

**Room Rental Fee** – For events that have no food or beverage – \$350.00. Room Rental Fee does not include setup, linens, or cleaning fees.

**Other Rental Fees** – We also have a dance floor available for rent as well as colored linen. Dance floor 12 x 18 \$275.00, 12x16 \$260.00, colored napkins \$0.25/napkin, 52 x 52 and 62 x62 overlay \$0.40/overlay, chair covers \$3.00/cover, black sashes \$1.00/sash, and podium \$25.

**Decorations or Displays** – You may make arrangements through the clubhouse manager for table centerpieces or you may supply your own. Any special arrangements for receiving and/or setting up as well as taking down displays, decorations, chair covers, different chairs, linen overlays, equipment, etc. should be fully discussed with the clubhouse manager well in advance of your event. There will be an additional charge depending on the extent of these arrangements. **No nails, push pins, or tacks are to be used on the walls. There will be a clean up fee of \$50.00 if any glitter or confetti is used in decorating.**

**Guarantees** – A guaranteed count of the guests attending your function is **required at least ten (10) business days in advance of your event date. This count is not subject to reduction!** If the guarantee is not received, the expected numbers originally given at the time of booking will be used. We will be prepared to serve five percent (5%) over the final guarantee and we will charge for persons in attendance that is added to the guarantee number. Final room layout floor plans are due at least ten (10) business days before your event date and must be approved by the clubhouse manager to assure that the tables and layout will be acceptable.

**Menus** – Our menus include some of the more popular items. We always welcome opportunities to custom create a menu that would suit your needs. Final menu selections are due at least ten (10) days prior to your event date. If you are offering your guests multiple entrée selections, we will need the final count for each entrée at least ten (10) business days in advance of the function. At the time of your function, we ask that you provide your guests with place cards indicating which entrée they ordered, therefore, avoiding confusion. Once your final menu selections have been made, a *Banquet Event Order Form* will be prepared for your event, which will cover all details as discussed. You will need to review this form, sign it, indicating that all the information is correct and then return the form to Highland Park Golf Course, Inc. Meals cannot be served without this final approval.

**Price Confirmation** – Prices are guaranteed thirty (30) days prior to your event (unless otherwise noted at booking). Beyond this time **all prices are subject to change.** An eighteen percent (18%) gratuity and eight percent (8%) New York State sales tax will be charged to your final bill. **In accordance to New York State health codes and liquor regulations, no food or beverages shall be brought into or removed from the club or its property by anyone without expressed written permission of the club.**

**Billing** – As soon as we receive your guarantee count of guests and have all your menu selections, we will produce a tentative final bill and mail it to you or set up a meeting with you to review it. If your guarantee count does not increase and no damages have occurred at Highland Park Golf Course, Inc. during the duration of your event, this tentative bill will become your final bill. Any errors or adjustments will be made to the final bill before the end of your event. **The Guarantor may pay any amount of the bill prior to the event date but must keep in mind that the remaining balance must be paid in full upon departure of your event!** If any portion of the bill is not paid by the end of your event date, the Guarantor will be subject to a five percent (5%) interest charge on the remaining balance if it is not paid in full within ten (10) calendar days after the event date. Each additional thirty (30) days it is not paid an additional five percent (5%) interest charge will be added.

to the remaining bill total. If there still remains any balance of your bill after three (3) months from your event date, legal action will be taken. Refer to "Deposit" if damages occur during your event.

**Liabilities** – Highland Park Golf Course, Inc. does not assume any responsibility for any losses experienced surrounding your event. Furthermore, Highland Park Golf Course, Inc. does not assume responsibility for any Acts of God (loss of power, water, etc.) or other experiences which are totally out of Highland Park Golf Course's control. If Highland Park Golf Course, Inc. is unable to use certain items due to an Act of God, (examples: any of our chinaware, silverware, glassware, or any other items that could not be used) the entire additional expense (ex. Rentals) is the full responsibility of the Guarantor and must be paid by the Guarantor. Any additional charges will be added to the final bill and are due by the end of the event date. In addition, any injuries that may happen to you or your guests due to negligence (standing on tables or chairs, walking on the golf course while individuals are golfing, etc.), is not Highland Park Golf Course, Inc. fault. **You, the host/hostess (Guarantor) are responsible for any damages to Highland Park Golf Course, Inc. during your event!**

**Photographs – Photographs are not to be taken on the golf course!** Please discuss any pictures that may be taken at Highland Park Golf Course, Inc. with our clubhouse manager prior to your event. Please make sure your guests stay on the uncovered deck if they go outside. Highland Park Golf Course, Inc. is not liable for any injuries if you or your guests walk on the golf course while golf is being played.

FILL OUT ALL INFORMATION BELOW

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

Event Date ..... \_\_\_\_\_

Guest Early Arrival Time ..... \_\_\_\_\_

Estimated Guarantee ..... \_\_\_\_\_

Departure Time ..... \_\_\_\_\_

Final Guarantee Due on ..... \_\_\_\_\_  
(10 business days prior to event date)

\$500.00 Deposit Received ..... \_\_\_\_\_

Set Up Fee ..... \_\_\_\_\_

Menu Type ... \_\_\_\_\_  
(FINAL MENU SELECTIONS DUE 10 days prior to event date)

*\* By signing below, the Guarantor accepts all terms listed above in the General Catering Information Contract \**

\_\_\_\_\_  
Clubhouse Manager (Print Name)

\_\_\_\_\_  
Guarantor (Print Name)

\_\_\_\_\_  
Clubhouse Manager (Signature)

\_\_\_\_\_  
Guarantor (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guarantor Street Address

\_\_\_\_\_  
Guarantor City, State Zip

\_\_\_\_\_  
Guarantor Phone Number

\_\_\_\_\_  
Date

*The Guarantor will have a copy of this document (General Catering Information Sheet) and have a receipt created for the deposit given to Highland Park Golf Course, Inc. as confirmation of Highland Park Golf Course, Inc. accepting the above said event and date.*

**Updated – April 2011 and this only affects events that signed contract on or after this date.**