



## Catering and Special Events Contract

*November 2010*

The general terms and conditions for your Special Event are outlined below. The event particulars will be detailed in the Event Proposal which shall be attached to this contract as an Addendum. The Event Proposal will outline, in detail the specifics of the event: number in party, menus, estimated pricing, set-up, options, etc.

### Contracted Hours and Dates

The contracted date and hours for your Special Event are:

DATE: \_\_\_\_\_ HOURS: Beginning: \_\_\_\_\_  
End: \_\_\_\_\_

### Food and Beverage

No food or beverage of any kind, unless purchased from the club, may be consumed on the Club's premises (with the exception of Wedding or other specialty cakes).

### Alcohol

The Club management of Orchid Island Golf & Beach Club does not permit excessive alcohol consumption on the Club property. Our bartenders reserve the right to refuse serving alcohol to any person who appears to be intoxicated. Additionally, our bartenders are required to report intoxicated guests to the management at once.

Please be advised that in accordance with Florida Law, it is the policy of Orchid Island Golf & Beach Club that the sale and consumption of alcoholic beverages to any person under the age of 21 is not permitted. Furthermore, anyone in your party helping a person under 21 years of age receive an alcoholic beverage will be asked to leave. Orchid Island Golf & Beach Club policy does not permit its bartenders to serve shot-type drinks at banquet functions.

Alcoholic beverages may not be removed in accordance with regulations set forth in the Florida Statutes, enforced by the State Liquor Commission. In addition, Orchid Island Golf & Beach Club must provide the liquor for any event that takes place in our clubhouses or on the property of our clubhouses.

Orchid Island Golf and Beach Club is a non-cash facility. All alcoholic beverages will be charged to the event's master bill.

Orchid Island Golf & Beach Club

1 Indies Drive • Orchid, FL 32963 • phone (772) 388-9291 • fax (772) 388-9296  
[www.orchidislandgolfandbeachclub.com](http://www.orchidislandgolfandbeachclub.com)



### Decorations and Entertainment

- No nails, hooks, staples, tacks, or heavy tapes may be used on the walls, ceilings, floors or any other areas of the Club.
- All candles must be drip-less.
- All decorations must be removed before the start of the next business day unless prior arrangements have been made with the Catering Manager.
- All elaborate decorating plans must be approved by the General Manager prior to the finalization of event details.
- An appropriate monetary penalty will be assessed by the General Manager for damages or excessive clean up.
- All deliveries of decorations, wedding cakes, theme party props, and vendor equipment must be coordinated with, and approved by the Catering Manager. The front entrance of the club may not be utilized for deliveries. Florists using the Club to stage their decorations must use appropriate measures to maintain cleanliness of their work area at all times.
- Outside vendors who wish to preview the Club, must coordinate all visits to the property through the Catering Manager.

### Liability

Orchid Island reserves the right to monitor and control all private functions. In the event that there is any damage to the facility as a result of the Special Event, Customer agrees that it shall be responsible for the cost of all repairs. Orchid Island shall document the damage and shall have the right to offset the security deposit to affect the necessary repairs. In the event that the security deposit is insufficient, Customer shall be responsible for reimbursing Orchid Island for all funds to complete the necessary repairs. Orchid Island does not assume responsibility for the damage or loss of any merchandise, decorations or any personal property left at the Club prior to, during or after a private event. Hosts are at all times responsible for the actions of their guests or organizations.

### Smoking

Smoking is not permitted inside Orchid Island Golf & Beach Club.

### Guest Dress Code

We ask that all guests be properly attired for the occasion. Denim and t-shirts are not permitted in the Club House.



### Deliveries

All displays, exhibits, decorations, equipment and musicians must enter through the Club's receiving entrance. The Loading Dock is located south of the main entrance. Delivery times must be coordinated with the Catering Manager in advance.

### Menu Selection

Our menus were created to offer you a variety of quality selections. While we feel our selections will delight the vast majority, they are by no means the entire scope of our culinary talents. We take great pride in our ability to create menus that accommodate the special tastes and needs your occasion requires. Menu selections are requested 4 weeks prior to the event date.

### Buffet Service

Orchid Island Golf & Beach Club will prepare an ample amount of food to ensure guests a well-stocked table and attractive presentation throughout the event. In order to comply with state laws, we must decline carry out containers during or after service due to Public Health Regulations.

### Event Guarantees

At the time of booking, an approximate guest count is required. 72 hours prior to the event, a guarantee number of guests are required (For Tuesday and Wednesday events a guarantee number is required on Friday). You will be charged based on the guarantee given (or the actual number of guests in attendance) whichever is greater. If a guarantee is not received within 72 hours in advance of your event, Orchid Island Golf & Beach Club will utilize the attendance figure originally estimated as the guaranteed number of guests and charge accordingly.

### Event Times

If you elect to extend the scheduled ending time of your event at the club, approval must be received from management.

### Event Vendors

All Vendors used by the host must provide a contact cell phone number to the Catering Manager. In Addition, they must contact the Catering Manager 2 weeks prior to your event to discuss club rules and the logistics of your event. A vendor meal may be provided at a fee of \$ 19.95++per vendor.

Orchid Island Golf & Beach Club  
1 Beachside Drive • Orchid, Fl 32963 • phone (772) 388-2350 • fax (772) 388-9296  
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### Valet Parking

If you would like to offer valet parking in conjunction with your private event, a charge of \$3.00 per person, based on your final guarantee, will be charged.

### Wedding Ceremonies

A fee of \$ 300.00 will be charged for the set up and breakdown of wedding ceremonies. Please note, this fee does not include the costs related to chairs, trellis or other miscellaneous rental items. Chair rentals are necessary for ceremonies on property; chairs cost approximately \$3.00 each to rent.

### Cake Cutting

A fee of \$ 3.00 per person will be charged for cutting of wedding cakes.

### Facility Rental Fee

\$1800.00. This fee is for an event lasting six hours or less.

### Deposit, Payment and Cancellations

Upon approval from the Board of Governors, a signed contract and a non-refundable security deposit in the amount of \$ 1800.00 will hold the date of the event.

An initial payment of 50% of the estimated total event price is required 30 days in advance the event with final payment due 72 hours in advance to the event date. In the event the total charges exceed the estimated total (e.g. number of guests), the excess charges will be retained from the security deposit. The remaining portion of the security deposit will be mailed to Customer within five (7) business days.

Cancellation of this contract shall only be effective upon receipt of written notification of such cancellation being provided to the address setout herein below. Customer agrees to pay to Orchid Island Golf and Beach Club liquidated damages for such cancellation in an amount equal to the entire security deposit (\$1800.00) Events that cancel less than 30 days in advance of the Event date will forfeit the 50% payment of estimated total charges. Cancellations made within 72 hours in advance of the event will forfeit the full amount of estimated charges.

Orchid Island Golf & Beach Club accepts the following methods of payment: Personal checks (all funds must be verified prior to the event date), American Express, Visa and MasterCard (Credit Cards will have a surcharge of 3.5%).



### Prices, Service Charges and Sales Tax

Due to market fluctuations, menu pricing may be subject to change. Pricing will, however, be confirmed up to 3 months prior to an event.

A 22% service charge is automatically applied to all food and beverage items. Applicable state sales tax in the amount of 7% is applied to the total bill.

### Minimums

Minimum price for Food and Beverage is \$100 per guest. This price does not include 7% sales tax, 22% service charge or the facility rental fee.

Minimum number of guests for an event is 80.

### Tax Exemptions

A Tax Exemption Certificate must be sent to the Catering Manager prior to an event. If the club is held liable for taxes not paid, the group will be required to pay back taxes.

### Room Capacities

	Beach Club Dining Room	Beach Club Dining Room & Veranda	Golf Club Dining Room	Golf Club Card Room
Sit Down Dinner & Dance Floor	140ppl	*220ppl	120ppl	NA
Seating Only	170ppl	*250ppl	140ppl	20ppl
Reception	225ppl	*275ppl *(requires a tent rental Approx. \$ 1800.00)	175ppl	24ppl

\* Maximum capacity may vary depending on entertainment, menu selection and/ or audiovisual requirements.

Accepted by:

Approved by:

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

\_\_\_\_\_  
(Orchid Island Manager)

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

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Phone number)