

BANQUET CONTRACT

GROUP NAME _____ EVENT DATE _____

CONTACT PERSON(S) _____ PHONE _____

_____ FAX _____

NUMBER OF GUESTS _____ EVENT TIME _____ MEAL TIME _____

MEAL DESIRED _____

COST PER PERSON (MEAL) \$ _____

ROOM RENTAL FEE \$ _____

BAR SPECIFICATIONS _____

A 50% DEPOSIT IS REQUIRE TWO (2) WEEKS IN ADVANCE FOR ALL EVENTS. FINAL CONFIRMATION OF EXACT NUMBER OF PEOPLE IS NEEDED AT LEAST THREE (3) DAYS BEFORE THE EVENT.

I UNDERSTAND AND AGREE WITH THE TERMS SPECIFIED IN THIS CONTRACT

CUSTOMER SIGNATURE: _____ **DATE:** _____

BEL MEADOW C.C. SIGNATURE: _____ **DATE:** _____

BANQUET RULES:

- TO RESERVE A DATE FOR AN EVENT, A \$300.00 NON-REFUNDABLE DEPOSIT IS REQUIRED.
- NO FOOD, DRINKS, BEER, LIQUOR, WINE, POP, IS ALLOWED TO BE BROUGHT BEL MEADOW CC FOR BANQUETS OR DINNERS.
- ALL ROOM DECORATIONS MUST BE APPROVED BY BEL MEADOW CC. NOTHING IS TO BE NAILED OR STAPLED TO WALLS OR CEILING WITHOUT APPROVAL.
- BANQUET ROOM DECORATIONS MUST BE REMOVED AS SOON AS POSSIBLE AFTER THE EVENT OR A \$100 CLEANING FEE WILL BE CHARGED.
- DJ OR BAND MUST BE SET-UP AT LEAST TWO HOURS PRIOR TO THE START OF THE EVENT. ANY SPECIAL NEEDS OF BAND OR DJ MUST BE DISCUSSED WITH BEL MEADOW GC IN ADVANCE.