EVANSVILLE COUNTRY CLUB

EVENT INFORMATION

Event Name: _____

Event Date: _____ **Event Time:** _____ **Estimated Attendance:** _____

Event Room:

- ☐ Grand Ballroom
- ☐ Bay Room
- ☐ Bay Lounge
- ☐ Evansville Room
- ☐ Jenkins Room
- ☐ Veranda
- ☐ Patio
- ☐ Wedding Setup

Contact Name: _____ **Contact Number:** _____

Contact Email: _____

EVENT BILLING

Please send the following charges associated with this event to the address or email listed below:

☐ ALL CHARGES ☐ FOOD ONLY ☐ BAR ONLY

Name: _____

Street Address: _____

State: _____ Zip Code: _____

Email: _____

Please send the following charges associated with this event to the address or email listed below:

☐ ALL CHARGES ☐ FOOD ONLY ☐ BAR ONLY

Name: _____

Street Address: _____

State: _____ Zip Code: _____

Email: _____

EVANSVILLE COUNTRY CLUB

EVENT AGREEMENT

GENERAL TERMS & CONDITIONS

The following guidelines are in effect for all private events held at the Evansville Country Club. These policies are designed to provide the best service and food quality possible to all of our guests. Please read carefully and sign where indicated.

CANCELLATION POLICY: Any event cancelled within 60 days of the date of the event will incur a cancellation fee

EVENTS AT ECC
Booking an event at ECC requires a signed contract, deposit (if applicable) and a letter from the member sponsoring the event (if the member is not hosting). Once the proper forms are received, your event will be confirmed and an email stating this will be sent to you. When you call to book an event, we require the organization name, contact person with email and phone number, the anticipated number of guests and the time your event is to be held.

DEPOSITS
Unless otherwise noted, a non-refundable deposit of **$1,000.00** is required for all sponsored groups of 100 guests or more. All deposits are applied to the final charges of the event. In December, all parties booked require a $500 deposit (for less than 100 guests) and a $1000 deposit (for 100 or more guests).

SPONSORED EVENTS
In addition to the deposit, a sponsored event with more than 100 guests will incur a ten percent up-charge on all food/beverage charges.

WEDDINGS ON THE PATIO
We charge $850 to use the patio or other area of the clubhouse for a wedding ceremony. This includes the use of our white folding chairs, and room for *up to* 200 guests (location of ceremony may reduce that number). This charge applies to member and member-sponsored weddings.

MENU PLANNING / MENU TASTINGS
Our menus are seasonal and are subject to change without notice. Pricing is guaranteed for 60 days except when noted. Menu "tastings" are held Tuesday through Thursday between the hours of 11am and 4pm and on Saturday between 11am and 2pm by appointment. Tastings are charged to your member account or deducted from your deposit, whichever applies. Tastings are not held on Friday or Saturday evenings, or on Sunday. All tastings must be scheduled at least one week in advance.

MENU SELECTION
Groups of 19 or more must have a pre-selected menu OR order from a limited ala carte menu. A limited ala carte menu for 49 or fewer guests may have up to 4 menu options with the same salad and side items. 50 or more guests must either have the same menu item OR select from a limited ala carte menu. Two entrée options would be $1.00 per person additional; three entrée options would be $2.00 per person additional; and four entrée options would be $3.00 per person additional. Vegetarian, Vegan and Gluten-Free are available at no additional charge, however we encourage the host to let us know prior to the event the number of each special dietary need. Our kids meals are $14.00 with several options available.

ALA CARTE SELECTIONS
Groups of 18 or less may order from the ala carte menu, or have a pre-selected menu.

SPECIALTY CAKES AND ITEMS
Wedding and specialty cakes may be brought in at no additional charge. Other dessert items must be ordered from the Club, or a $1.00 per person fee will be charged. This applies to cupcakes, sheet cakes, etc. No other food item(s) or beverages of any kind may be brought onto the Club's property. No exceptions.

CANCELLATIONS
Any event (other than events in December, wedding receptions and events with more than 100 guests) cancelled prior to 60 days of the event will not incur a charge. An event cancelled within 60 days will incur a cancellation fee equal to the minimum food/beverage charge for that room or rooms.

FOOD/BEVERAGE MINIMUMS
Events anywhere in the Club between the hours of 7am and 11am require a food/beverage minimum of $7.95 / per person. Events between the hours of 11am and 4pm require a food/beverage minimum of $12.95 / per person and events between the hours of 4pm and 10pm require a food/beverage minimum of $17.95 / per person or a room charge will be incurred, based on the room your event is held in.

ROOM CHARGES (when no food/beverage service is ordered)
Jenkins Room $75.00 Evansville Room $100.00 Bay Lounge or Veranda $100.00
Bay Room $250.00 Patio $250.00 Grand Ballroom $10.00 Food minimum per guest

ROOM SELECTION
Rooms are booked based on a first-come, first-serve basis – **however** – ECC reserves the right to move an event based on the amount of food & beverage guaranteed. If an event comes in at a later date with a higher guarantee, your event may be moved to accommodate the larger event. *In December, all parties booking the Grand Ballroom MUST GUARANTEE a minimum of 100 guests.*

AV EQUIPMENT
We do have a limited number of AV products available on a first-come, first-served basis. Screen rental is $15.00; Laptop rental is $75.00 and a projector is available for $50.00 or rent all three items for $125.00. A flip chart is available for $10. All items are available on a per day basis and must be requested at the time you book your room. The Jenkins Room has a built in screen and it is available at no charge. We encourage you to bring your own laptop and have it here at no later than 3:00 on the day before or day of your event (depending on what time it begins). If it is something that requires changing the dvd or cd, our staff is not responsible for this.

BAR SERVICE
We do not charge for a bartender, however if you require a "private bar" in your room, you must guarantee a minimum of $500 in sales. For ECC weddings and special events, there is a $500 minimum for cash bar service if nothing is hosted during the cocktail hour/reception time. If sales do not exceed $500 during the cash bar, you will be billed for the monetary difference.

GUEST COUNTS
We need an estimated guest count when you book the event and a guarantee seven days (7) prior to your event. *Failure to provide the guaranteed number of guests will result in you being charged for the estimate you gave us at the time of booking or the actual number of attendees, whichever is greater*. No reductions in the guest count is allowed within 48 hours of your event – we will permit you to request your food "to go" if your number goes down within the 48 hours prior to the event. **A request must be made via email at the time you guarantee your final count.**

SERVICE CHARGE/SALES TAX/BILLING
An automatic 18 percent gratuity is added to your final bill as is an 8 percent sales tax. Should your group be tax exempt, we will require you to furnish us with the appropriate form for our files. Additionally, please provide us with your proper billing information (account number, name, address, etc.)

VENDOR INFORMATION
Florists, deejays, bands, bakeries, etc., will have access to the room at 10am unless an event is scheduled in the room that morning. If this is the case, we allow access after 2pm (unless another time has been arranged). Once we have received email approval of your Function Sheet by the contact person of your event, no further changes can be made to the room unless it is a reasonable request. A fee may be incurred for last-minute changes.

DRESS CODE
Resort casual is the rule. NO DENIM is allowed on the Golf Course or on the 2nd floor and appropriate attire is expected throughout the Clubhouse. The host must convey our dress code and other policies to their guests. Guests may be asked to leave if they are not following dress code, if another member or management takes issue with their attire.

RENTAL ITEMS & DECORATIONS
White folding chairs are available at $3.00 per chair and again, must be requested at the time you plan your menu. You may use banquet chairs in place of white chairs for $2.00 per chair. Outsourced rental items and flowers, décor, etc., must be delivered and setup by the person reserving the room or by someone they appoint to do so. ECC staff is NOT responsible for the placement or breakdown/return of these items and we are not responsible for anything left behind from your event. Any personal items must be removed from the property at the conclusion of your event unless previous arrangements have been made with management.

FLOOR PLANS AND SEATING CHARTS
We will do our best to honor your floor plan or seating chart requests, however we do reserve the right to change your seating chart to what works best for our facility. Our staff has many years of experience and would appreciate your cooperation in this matter. We do not charge for a dance floor. We do charge for extreme requests and last-minute changes, as well as excessive cleaning and any damages caused by your guests. We recommend assigned seating at larger events to enable a better flow of the event. We will provide you with a floor plan and it is your responsibility to number the tables, let us know how many chairs at each table and how many of each entrée (including children) at each table. This floor plan MUST be returned to the catering office 48 hours prior to your function.

PLANNERS, COORDINATORS & COMMITTEES
Room(s) will become available on the day of the event after 10am, unless an event is scheduled that morning in the room(s) reserved. If this is the case, you will receive a time which you may arrive to set up. DJ's and bands are not allowed to begin sound check until after 2pm, so as not to disturb other events going on in the Clubhouse. Printed menus for any event must be approved by the Catering Manager and Chef. NO EXCEPTION. ***We realize several people may serve on a committee to plan an event, but ONE PERSON will be considered your contact person and will be listed on the contract. Any changes or corrections to the event MUST come via email to the Director of Catering from the contact person.***

BEER, WINE, CHAMPAGNE
Like the menu, we require your bar requirements to be placed no less than one week prior to your event. Kegs of beer and specialty wine (including champagne) are pre-sold and cannot be returned nor can they be taken with you if not used. A keg of beer serves approximately 160 12 ounce pours, a bottle of wine serves approximately 5 glasses and a bottle of champagne serves approximately 8 glasses. House wines and champagne as well as canned beer is not pre-sold and you are charged by consumption. Liquor is sold by the 10th of the bottle and measured pours are used to control over-pouring. We do not sell Red Bull, shots, Long Islands or frozen drinks at any wedding reception or holiday party. Members may purchase these drinks and will be charged on their member account for them. ***ABSOLUTELY NO OUTSIDE BEVERAGES MAY BE BROUGHT ONTO THE PROPERTY, NO EXCEPTIONS.***

BILLING
Your final bill will be available one week after your event by calling the General Office and speaking with our Accounts Receivable department. Outside groups may ask to be set up on direct billing, please let us know you wish to do so when you book your event.

CUSTOM MENUS
Chef and I are happy to sit down with you and create a unique, personalized menu from start to finish. There is no charge for this service, but we do require an appointment.

APPROVAL
We require an email confirmation of the approval of your function sheet 48 hours prior to your event. If you do not return an email approval, we will consider that an approval and the setup, etc., will be as we understand it. No further set-up changes or corrections can be guaranteed after this time.

PARKING
Outside groups expecting more than 300 guests may be required to make alternate parking arrangements. We will let you know in advance if this is something that you will need to do.

GOLF CART LIABILITY WAIVER
ECC allows for the use of golf cart(s) for the purpose of wedding parties to take pictures on the property of Evansville Country Club. In exchange for the use of these golf cart(s) you are accepting the responsibility of everyone in your event group who will be operating the cart(s). All person(s) must operate the cart(s) in a safe manner and adhere to all rules set forth by ECC. By signing this banquet contract you are agreeing to accept the risk of using a golf cart(s) and agree to pay for any damages to the cart(s) or damage done to the course. You agree to accept the risks of using a golf cart(s) and on behalf of yourself and your personal representatives hereby release ECC, its officers, employees and agents from any and all claims, actions, causes of actions, suits, judgments and demands for bodily injury, loss of like and/or loss of services that may in any way or manner arise out of use of the golf cart.

This binding document along with its stated terms and conditions constitutes the entire agreement between both parties and may not be amended unless done so in writing and signed by the Evansville Country Club and the member sponsor of the event.

A signed copy of this Banquet Event Agreement along with the applicable Sponsor Letter and Deposit must be returned to our office within 21 days of receipt or the Club reserves the right to reassign your requested rooms and/or areas to other events.

My signature below confirms that I have received, understand and agree to comply with the terms as shown within these pages.

Event Contact Signature	**Printed Name**	**Date**
ECC Member Sponsor (if different than contact)	**Printed Name**	**Date**
ECC Authorized Signature	**Printed Name**	**Date**

Phone: 812-602-2801 or 425-2243 x 303 Fax: 812-425-3936
Lmeadors@evansvillecountryclub.com

OFFICE USE ONLY: ☐ Sponsor Letter on file ☐ Deposit Received Check#: _____

SPECIFIC INFORMATION REGARDING YOUR EVENT:
ALL CHANGES TO BANQUET EVENT ORDERS MUST BE MADE BY EMAIL
YOU MUST SIGN OFF ON YOUR BANQUET EVENT ORDER NO LATER THAN 24 HOURS PRIOR TO YOUR EVENT BY EMAIL APPROVAL.
IF YOU FAIL TO SIGN OFF ON YOUR BANQUET EVENT ORDER, WE WILL ASSUME IT IS CORRECT.
CHANGES WITHIN 24 HOURS ARE DEPENDANT ON STAFF AVAILABILITY, TIMING, ETC. AND CANNOT BE GUARANTEED
CHANGES THAT ARE MADE WITHIN 24 HOURS OF EVENT WILL RESULT IN A $2.00 PER PERSON CHANGE FEE