

# Room Rental Information and Contract

## **Room Setup and Fees (for Receptions)**

*There is a room set up fee according to the room(s) you will be renting. This fee includes set up, clean up, dance floor, linen table cloths and napkins, skirted cake table, gift table, head table and punch table. If additional set up or clean up is required, an additional charge may be added. See Additional Costs, Page 5.*

## **Menus**

*Menu selections must be made no later than two weeks prior to the event. If you select more than one entrée it is your responsibility to identify each guest's selection. This is to aid in more efficient service to the guests. See Additional Costs, Page 5.*

## **Attendance Guarantees**

*Final guest counts are due one week prior to the event. Two weeks are required for weddings. If we do not receive a final guarantee from you, the original count will be assumed to be your guarantee. Any charges will be based on the guaranteed attendance, or the actual attendance, whichever is greater.*

## **Function Rooms**

*Function rooms are assigned according to the anticipated number of guests. If there are fluctuations in the number of attendees, we reserve the right to reassign the function room. Rooms will be arranged according to your specifications. Major changes from the confirmed set up on the day of the function, requiring us to reset the room, will result in a \$200.00 Flip Fee. See Additional Costs, Page 5.*

## **Cake Cutting**

*There is a \$.50 charge per slice if our staff cuts the cake. See Additional Costs, Page 5.*

## **Decoration Policy**

*No confetti, glitter, crepe paper, sequins or natural vine garlands can be used. Usage of any of these items will result in a \$50.00 clean up fee. You are required to provide all necessary items to safely decorate. This includes extension cords and duct tape to secure the cords to the floor. Room decorating times will be arranged through your event coordinator. See Additional Costs, Page 5.*

## **Liability and Security**

*Greenhaven is not responsible for any damage or loss of decorations, special equipment, personal items or articles left at the Clubhouse prior to or after your event. Management must be notified if you plan to leave items at the Country Club. Greenhaven reserves the right to require licensed security for any function at the expense of the customer.*

## **Entertainment**

*Our guests make all arrangements for their own entertainment. For the enjoyment of all of our guests, Greenhaven reserves the right to control the volume of all musical entertainment. The type of entertainment must be approved by management prior to the event. All musicians must be in contact with Greenhaven prior to the event to verify electric power needs and specifications. Special accommodations will not be made. Entertainment must end 30 minutes before the vacate time.*

## **Food and Beverage Regulations**

*Due to Health Department regulations and Greenhaven policy, all food and beverage must be consumed on the premises and must be prepared by Greenhaven Country Club. Leftover food cannot leave the premises. The only exception to this is wedding cakes; they must however be prepared by a certified bakery. Certified Bakeries include (and are not limited to) the following: Bakeries, grocery stores, independent caterers, etc. If you are unsure of your bakery's credentials please contact Greenhaven with questions.*

### **Bar Policy**

*All bars whether host or cash are required to meet a \$300.00 minimum per bar or a \$100.00 per bartender fee will be added. All beverages, alcoholic and non-alcoholic, must be provided by Greenhaven and served by our trained staff. The legal drinking age in the state of Minnesota is 21. We reserve the right to assess the level of alcohol consumption and will act accordingly to provide a safe environment for all our guests. See Additional Costs, Page 5..*

### **End of Functions**

*Functions held Sunday through Thursday will end no later than 11:30 pm. Friday and Saturday functions must end no later than 12:30am.*

### **Taxes and Services**

*All food service is subject to a 6.75% sales tax; all liquor service is subject to a 9.25% state liquor tax. All food and beverage service is subject to a 20% service charge. Service charges are not the property of any one person and will be distributed at the discretion of management. Service charge is subject to change and cannot be guaranteed until 90 days prior to the function date. See Additional Costs, Page 5 for other service charges.*

### **Cancellations**

*All cancellations must be in writing. If given 120 days or less, you are held responsible for half of the estimated cost of your event, or Food & Beverage Minimum. If given 30 days or less, you are held responsible for the full estimated cost of your event, or Food & Beverage Minimum. Deposits are non-refundable.*

### **Thefts and Damages**

*Patrons are responsible for any damages or thefts to the premise, its furniture, equipment and table accessories by their guests, invitees or other agents under the patron control.*

### **Payments and Deposits**

*Deposits will be required to hold space on a definite basis. The amount of this deposit will be the charge of the room. This deposit will apply to the final amount and thus will be deducted from your bill at the time we receive final payment. Full payment is due one week prior to the event. You may pay with cash or credit card. A credit card number is required upon booking all banquet rooms. Deposits are non-refundable.*

### **General**

*All prices are subject to change and cannot be guaranteed until 90 days prior to the function date. From May through October, Fridays have a \$2500 minimum and Saturdays have a \$4500.00 minimum for the main ballroom, based on food and hosted beverage only. From November through April, the minimum for Friday is \$2000, Saturday is \$3500. Events that do not meet the minimums will be charged the full minimum amount regardless.*

**Thank you for choosing Greenhaven Country Club to host your event. We look forward to working with you to make your event successful. We welcome any and all opportunities to be of service to you.**

**Company/Party Name**\_\_\_\_\_ **Event Date**\_\_\_\_\_

**Contact Name**\_\_\_\_\_ **Phone #**\_\_\_\_\_

**Address**\_\_\_\_\_

**City**\_\_\_\_\_ **State**\_\_\_\_\_ **Zip**\_\_\_\_\_

**Deposit Date**\_\_\_\_\_ **Deposit Amount**\_\_\_\_\_

**Credit Card Number**\_\_\_\_\_ **Expiration Date**\_\_\_\_\_

*(Required to hold the room and for additional charges accumulated after event is paid-in-full)*

**Please initial:**

\_\_\_\_\_ *I understand that all cancellations must be made in writing. If given 120 days or less, we are held responsible for half of the estimated cost of our event. If given 30 days or less, we are held responsible for the full estimated cost of our event. Deposits are non-refundable.*

\_\_\_\_\_ *I understand that all prices are subject to change without notice and cannot be guaranteed until 90 days prior to the function date. The date 90 days prior to my event is: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_*

\_\_\_\_\_ *I understand that all minimums must be met and if the Food & Beverage minimum is not met I will be billed for the full amount regardless; if the Bar minimum is not met that I will be charged a Set-Up Fee of \$100 per bar. Minimums are detailed on page 4 of the Room Rental Information and Contract.*

\_\_\_\_\_ *I understand that Greenhaven Golf and Banquet Center requires a separate damage deposit in the amount of \$200.00 to be retained until after the event has passed and will not be refunded if the rented facility acquires damages during the listed function. Damage assessment is at the discretion of Greenhaven Golf and Banquet Management.*

**I have read, understand and agree to all of the policies outlined above, as indicated by my signature below.**

**Client Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

## Room Rental Pricing

### Main Ballroom (Rooms A, B & C)

<i>Daytime Functions</i>	<i>\$100.00 per section</i>	<i>\$300.00 for the whole room</i>
<i>Evening and Weekend Functions</i>	<i>\$300.00 per section</i>	<i>\$900.00 for the whole room</i>

### Outdoor Ceremony Site

<i>Weddings Only</i>	<i>\$600.00</i>
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### East Room

<i>Daytime Functions</i>	<i>\$100.00</i>
<i>Evening and Weekend Functions</i>	<i>\$300.00</i>

### Fireside Room

<i>Daytime Functions</i>	<i>\$100.00</i>
<i>Evening and Weekend Functions</i>	<i>\$150.00</i>

### Conference Rooms D, E & F

<i>Daytime Functions</i>	<i>\$100.00</i>
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## Food and Beverage Minimums

	May-October	November-April
<b>Main Ballroom</b>		
<i>Saturday</i>	<i>\$4500.00</i>	<i>\$3500.00</i>
<i>Friday</i>	<i>\$2500.00</i>	<i>\$2000.00</i>
<b>East Room</b>		
<i>Saturday</i>	<i>\$1000.00</i>	<i>\$750.00</i>
<i>Friday</i>	<i>\$750.00</i>	<i>\$500.00</i>

*The room rental fee is considered the deposit.*

*The room rental fee includes all set-up and tear-down, choice of linen color, and dance floor.*

*There is a \$40.00 charge for AV equipment to include: overhead projector, screen, flip chart, white erase board, TV/VCR and podium.*

## Additional Costs

### Service:

<i>Cake Cutting</i>	<i>\$0.50 per slice</i>
<i>Multiple Entrees</i>	<i>\$1.00 per person</i>
<i>Dressings on Tables</i>	<i>\$1.00 per table</i>
<i>Chef Carving</i>	<i>\$75.00</i>
<i>Butler Passed Hors D'oeuvres</i>	<i>\$25.00 per server</i>
<i>Corking Fee</i>	<i>\$10 per bottle</i>

### Set-Up

<i>Bar Fee</i>	<i>\$100 per bar (if minimum is not met)</i>
<i>Flip Fee</i>	<i>\$200.00</i>
<i>Clean-up Fee</i>	<i>\$50</i>
<i>Damage Fee</i>	<i>Assessed and charged accordingly</i>

### Equipment

<i>Arbor</i>	<i>\$25.00 (set-up only)</i>
<i>Mirror Tiles</i>	<i>\$2.00 each</i>
<i>Votives</i>	<i>\$0.25 each</i>
<i>AV Equipment</i>	<i>\$40.00</i>
	<i>(overhead projector, screen, flip chart, white erase board, TV/VCR and podium)</i>
<i>Swag (over doors)</i>	<i>\$150.00 (set-up only)</i>
<i>Piano</i>	<i>\$75.00</i>
<i>Decorating</i>	<i>\$50-\$250</i>
<i>Additional chair or table rental</i>	<i>assessed and charged accordingly</i>