



SPECIAL EVENT AGREEMENT

CLIENT INFORMATION:

Member Name _____ Phone _____

Name of Company _____ Phone _____

Address _____ City _____ State _____ Zip _____

Billing Contact _____ Phone _____ Email _____

Planning Contact _____ Phone _____ Email _____

Is your organization exempt from Utah State Sales tax? ☐ No ☐ Yes Utah Tax Exempt# _____

If yes, a completed Utah State Tax Exemption Certificate must be submitted with this form.

TYPE OF EVENT ☐ Member Sponsored ☐ Non-Member (Guest)

MEMBER BILLING AUTHORIZATION

I, _____, being a member in good standing at The Jeremy Golf and Country Club, agree to sponsor this event. I authorize The Jeremy Golf and Country Club to bill my account for the initial deposit of \$500.00 to secure the desired date listed above. Upon the completion of this event I authorize The Jeremy Golf and Country Club to charge the final bill for this event to my Club account.

Signature _____ Acct# _____ Date _____

REQUIRED EVENT DEPOSITS:

Initial Deposit (Booking Fee)

To confirm your special event a \$500.00 deposit is required. **Your requested event date is not secured until this deposit is received by the Club.** If this is a member sponsored event, this deposit can be charged to your/their Club account. This fee is non-refundable unless written notification of cancellation is received by the Club 90 days prior to the event. _____ (Initial)

50% of Anticipated Charges, 30 Days Prior to Your Event

A payment for 50% of all anticipated charges is due no later than 30 days prior to your event, unless this event has been sponsored by a member and is being charged to your/their Club account. This deposit is non-refundable, therefore all catering arrangements and menu selections must be made prior to this date. _____ (Initial)

Anticipated Final Payment, Three (3) business days prior to Your Event

A contingency fee of 10% of the anticipated remaining balance or \$250.00, whichever is greater will be added to your final anticipated bill. This contingency fee will be held until the conclusion of your event and billing is finalized. Your anticipated final Payment is due in full three (3) business days prior to your event, unless this event has been sponsored by a member and is being charged to your/their Club account. _____ (Initial)

Final Bill - Event Day

We require an approved credit card on file for payment of your final bill should incidental charges exceed the contingency deposit. Incidental charges that occur on the day of your event, if any, will be deducted against that deposit. All remaining funds will be refunded to you within ten (10) business days. Member sponsored events final billing will be charged to your/their Club account. _____ (Initial)

The member or sponsoring party of this special event agrees to be responsible for any damages, burns, breakage or theft which may occur during the rental period at the Club. This contingency also covers the actions of any florist, decorator or entertainment hired by you for your event. The Jeremy Golf and Country Club will not be responsible for any items left after the event.

The attendance must be accurately specified **three (3) business days** in advance of all private functions. This number will be considered your guarantee, not subject to reduction. All charges will be billed for the guaranteed number or the number actually in attendance, whichever is **greater**.

Any additional time other than stipulated on the function sheet for the event shall be charged at the rate of \$200.00 per hour or any portion thereof.

There can be no public notice of events to be conducted at the Club. Notices of events may not be placed in newspapers or on television, internet or radio.

All displays and/or decorations proposed by the event planner / organizer are subject to the approval of Club Management.

A 20% gratuity will be added to all special events. Current sales tax will be added to all food and beverage charges, unless a State of Utah Sales Tax Exemption Certificate is provided prior to the event.

Provisions of insurance and health regulation do not allow food prepared at the Club to be removed from the premises. Exceptions are leftover cake brought in and food expressly prepared for take out orders. Food and/or beverages, alcoholic or otherwise may not be brought in from outside sources.

The food and beverage prices quoted are not guaranteed until a function outline for your event has been completed by The Jeremy Golf and Country Club management and approved by the organizer. Food and Beverage prices are subject to change as market conditions dictate. No guaranteed price will be furnished further than 60 days prior to the event.

The Club, an alcoholic beverage licensee, is subject to the rules and regulations promulgated by the Summitt County Commission concerning sales and service of alcoholic beverages. We reserve the right to refuse service of alcohol to any person or persons deemed to be intoxicated or under the legal age of twenty-one (21) years.

The Club reserves the right to cancel any event and return any deposits 90 days before the date of that event.

For member sponsored events; the food portion of privately held banquet functions will be applied toward your food and beverage minimum not to exceed 50% of your requirement. Any special event charges must be settled within 30 days of the event.

INDEMNIFICATION - Engager agrees to indemnify and hold harmless the Club, its officers, employees, agents and other affiliated entities against all claims, losses, damages, and expenses arising from the event, Club employees, subcontractors and guests while using the Club's premises, except due to the Club's negligence.

AGREED AND ACCEPTED this _____ day of _____, 2010.

By: (Authorized Signature of Representative)

Title

The following document should be submitted with this agreement:
Signed Function Sheet, and (If applicable, a completed Utah State Tax Exemption Certificate)



ALCOHOLIC BEVERAGE SERVICE AGREEMENT

Alcoholic beverages may not be brought onto Club premises from outside sources.

The sale, service and consumption of alcoholic beverages is regulated by the State of Utah as implemented by Summit County. The Club, an alcoholic beverage licensee, is subject to these regulations, violation of which may jeopardize the Club's license.

Hosted and Cash Bars are offered for all types of functions.

Hosted bars will have a 20% gratuity and current sales tax added to the final beverage charges.

The Member or Guest sponsoring the event agrees to the Club's count of beverages served on a **Hosted Bar**.

In the event the Member or Guest wishes to spend a pre-set amount, bar services will be stopped at that amount (not including gratuity and tax).

Pre-Set Bar Amount \$ _____

Member / Guest Signature _____ Date _____

NOTICE

Persons under the age of 21 years are minors and will not be served alcoholic beverages. The Jeremy Golf and Country Club Staff is instructed to check identification of all persons appearing to be thirty years of age or under. Alcoholic beverages will be removed from such persons who have obtained such beverages from a person of legal drinking age.