



SHEPHERD'S CROOK  
ZION PARK DISTRICT

351 N. GREENBAY RD. ZION, IL  
847-872-2080

## Banquet Terms and Policies

### Deposit

To secure the Eden room for a private function a minimum deposit of \$250.00 is required for a half room rental and covers up to 50 guests. \$500.00 deposit is required for a full room rental and will cover up to 100 guests. All additional guests beyond the deposit amounts will be an additional \$5.00 per person. All room deposits are non-refundable and will be applied to the final balance on your contract. An additional damage deposit of \$250.00 is required for all room rentals and is refundable in the event there is no damage to the facility and will be available within 10 business days of the event. All deposits must be accompanied by a credit card guarantee.

Checks should be made payable to: **Shepherd's Crook Golf Course.**

### Payment Schedule

The balance of your total will be due 15 days following your event. A credit card guarantee is required for all events. Any and all incidental charges incurred during the event shall be added to your final bill.

### Guest Guarantees

Guest number confirmation is due ten (10) days prior to the event. Final billing is based on the guaranteed count and is not subject to reduction. If the attendance exceeds the guaranteed count you will be charged the additional fee on your final bill.

### Minimum Guests and Cost Requirements

A guaranteed minimum of 25 guests are required for all catered events. A minimum fee of \$250.00 is required for a room rental. Room rentals do not include the use of the kitchen or the bar areas. All evening catered rentals are for six (6) hours in duration and must end by 12 a.m. Rentals requesting additional hours are available at a \$50.00 per ½ hour fee.

### Food Policy

All events must be catered. All caterers must be approved by Shepherd's Crook Golf Course and The Zion Park District.

**Copies of a current Lake County Health Department Food Service Permit and proof of insurance with Shepherd's Crook listed as additionally insured must be submitted to Shepherd's Crook with the deposit.** All beverages must be purchased from Shepherd's Crook. Chocolate fountains require a \$250.00 deposit of which \$100.00 will be returned if area is left clean. All catered events must have servers to attend to the buffet and assist with clean-up.

### Beverage Policy

As a licensee of the state alcohol beverage control authority Shepherd's Crook strictly adheres to all laws and regulations pertaining to the service and sale of alcoholic beverages. **We require I.D. for all patrons.**

All beverages must be purchased from Shepherd's Crook Golf Course, including non-alcohol. It is against the law in the state of Illinois to bring Alcoholic beverages onto Zion Park District property.

Management reserves the right to refuse service of alcoholic beverages to anyone appearing intoxicated and to close the bar at its discretion.

The bar does not include the service of shots and/or pitchers of beer.

All bars will close at 11:30 pm.

Shepherd's Crook and the Zion Park District prohibit beverages of any kind to be brought onto Shepherd's Crook property by renter and/or guest.

**We do not allow alcoholic beverages to be removed from the premises.**

## Outside Vendors

All outside vendors must co-ordinate their set-up start time with Shepherd's Crook staff.

D.J.'s must adhere to Shepherd's Crook rules and regulations. Entertainment must stop at 11:30 pm or 30 minutes prior to closing.

## Security

The Shepherd's Crook Golf Course and The Zion Park District do not assume responsibility for the damage or loss of any merchandise or personal belongings brought into the facility for the meetings or special events.

A Security Officer if needed or requested will be provided by the Zion Park District at a rate of \$25.00 per hour.

## Smoking Policy

Shepherd's Crook Golf Course is a **non-smoking facility**. In accordance with Illinois law effective January 1, 2008 smoking is prohibited indoors in a public facility and outdoors within 15 feet of entry doors and windows.

## Decorating and Damage Policy

No fog or smoke machines allowed.

All centerpieces and decorations must meet all fire safety codes and regulations.

The use of candles is at the discretion of Shepherd's Crook management.

The use of curtains on the windows and doors is not permitted.

**The use of nails, scotch tape, double faced tape, tacks, staples or any other such items used in decorating is prohibited. Throwing or use of tinsel, rice, confetti, glitter, bird seed or any other such items is not allowed in the building or outside (clean-up charge \$75.00 half room/\$150.00 full room).**

Removal of all decorations is the renter's responsibility.

The renter agrees to assume full responsibility for any damage to the premises, furniture, fixtures, carpet and equipment.

Any damages and/or extraordinary clean-up expense will be billed to the renter.

Shepherd's Crook does not allow anything to be affixed to the walls, ceiling, doorways, partitions, furniture, fixtures, furnishings or any other property. Failure to comply with the policy will result in an additional charge for the cost of repairs and/or replacement of damaged property.

## Clean-up Policy

***Clean-up is the responsibility of the renter and includes but not limited to:***

**Removal of dinnerware and decorations from the dining room tables and buffet tables.**

**Removal of all remaining food on dining room tables, buffet tables and counters etc.**

**Balloons must be deflated and put in the trash, releasing outside is prohibited.**

**Removal of any and all decorations used inside the clubhouse and outside for said event.**

## Agreement

The undersigned agrees and understands that the terms and conditions are part of this agreement:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date: