



**Catering/Rental Agreement**  
**I understand and agree to the following:**

**Deposits** - \$600.00 of the total event cost is required to reserve the event date and the services of Santa Teresa Golf Club. Fifty percent (50%) of the estimated balance is due 3 weeks prior to the function, and the balance is due 3 days prior to the event based on the guaranteed guest count.

**Guaranteed Guest Count** - Santa Teresa Golf Club will need to know the minimum guest count 15 days before the event. I also understand that my proposal is based on a minimum number of guests, if the guest count drops below the proposed number or below 100 people, the per person price may increase. **No changes** can be made after 72 hours before the date of the event.

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Name(s): \_\_\_\_\_ Type of Event: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_ Min. # of Estimated Guests: \_\_\_\_\_

Phone (day): \_\_\_\_\_ (evening): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

**Cancellation Policy** - If I cancel and Santa Teresa can rebook the date and time of my event, my full deposit will be refunded. If I cannot rebook the room, I will lose my deposit.

**Decorations** - Decorations may be used as long as they do not damage the facility, please run your ideas by your Event Planner. The only restrictions we have are no lights in the ficus trees, no birdseed, or rice. All decorations must be taken down including anything used to put them up. If this is not done a \$100.00 fee will be added to your bill.

**Bar** - It is mandatory to have a bar, and to use Santa Teresa Golf Club for all beverages.

**Catering** - Santa Teresa Golf Club Catering must be used for all functions.

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

**\* 2008 Prices are subject to a minimum 5% increase**

Santa Teresa Golf Club  
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