

Arrowhead Golf Club

Room Rental & Catering Policies, Agreement

1. The Fairways at Arrowhead will not assume responsibility for damage or loss of any merchandise or articles left Prior to during, or after an event.
2. A final count is required 7 Days prior to event at this time 50% of total bill is due also at this time. You will be charged for the number given unless additional meals are served, Then you will be billed accordingly.
3. Guest will be limited to the areas designated at the time of booking. No one will be permitted in locker rooms or other areas not designated to your function. We reserve the right to reassign a room if the expected number of guests changes.
4. According to the fire laws in the area, open flames are not permitted at function in our facility. Candles are acceptable only when housed by a globe.
5. The room rental deposit is due the day the room is booked in order to secure your date. 50% of the balance is due One-week prior when you turn in your final count. The balance is due that night.
6. An 18% Service Charge and 6% sales tax will be added to your final bill.

7. Room Rental Deposits are Non Refundable

8. No outside food or beverage are permitted in our banquet facility (with the exception or cake or cookies.)

The above information and details specifications are approved and accepted.

Guest

Signature: _____ **Date:** _____

Date of Event _____

Banquet Advisor

Signatures: _____ **Date:** _____