

IMA CATERING / BANQUET FACILITIES

BROOKWOOD GOLF CLUB
6045 DAVISON ROAD
BURTON MI 48509
810-742-2169 phone

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CATERING CONTRACT
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Thank you for choosing Brookwood Golf Club to host your upcoming event. In order to serve our clients most efficiently and to comply with Local, State and Federal regulations, the following policies have been established. Please read this contract very carefully.

Room rental fee: _____

A room rental fee is required to reserve a banquet room on the date of your event. This fee may be paid with cash, personal check or credit card. The initialed and signed Catering Contract, along with the room rental fee is due upon booking your event. This will confirm space on a definite basis.

Space/Room rental fee: _____

Brookwood Golf Club

_____ Up to 99 guests - \$250
_____ Over 100 guests - \$500

Banquet rooms are initially assigned by the number of guests anticipated. If attendance drops or increases, we reserve the right to move groups to rooms more suitable for the number, or charge accordingly.

Setup of the room will be according to your final count plus 5% over. If you do need additional tables set up above the 5%, there will be a \$25 charge per table.

The customer agrees to be responsible for any damage to Brookwood Golf Club. The IMA will not assume responsibility for damage or loss of any articles or merchandise brought onto the premises.

The facility may be rented for a total of 6 hours** from start of the event until the event ends. Additional hours can be rented at a rate of \$300 per hour. All entertainment must end by 12:00 midnight. All guests should leave immediately thereafter.

Food and Beverage/Tax/Gratuity Charges: _____

IMA must provide all food and beverages, with the exception of cakes for special occasions. Due to Health Department Regulation, food is not allowed to be taken out of the facility.

An 19% gratuity charge will be added to all food and beverage charges in addition to the Michigan Sales Tax (6%). Sales Tax will be waived when a "Certificate of Exemption" is completed.

Type of Event:

Payment (Wedding): _____

One half (1/2) of the total food bill must be paid six (6) months prior to the event. This payment will guarantee menu prices. The balance of the bill is due no later than ten (10) days prior to the event. Payment for additional guests must be paid at the end of the event. Payments received the day of the event will be limited to cash and/or credit card.

It is required that the party responsible for paying the bar bill pay half (1/2) of the estimated bill ten (10) days prior to the event. Payments of cash and/or credit card will be accepted the night of the event.

Payment (Corporate): _____

Payment will be due upon receipt of the final guaranteed count by cash, personal check, credit card, or direct bill. If payment preference is by direct bill, IMA payment terms are net thirty (30) days from date of invoice. If payment source is cash or credit card, payment is due no later than ten (10) days prior to the scheduled event date.

Payment (Social): _____

Final count and full payment will be due in cash, cashier's check or credit card ten (10) days prior to date of event.

Cancellation: _____

Should you have to cancel your reservation we will refund any payments made only in the event that we are able to rebook the same type of event.

Cancellation of any event must be in writing to the catering manager at 6045 Davison Road, Burton MI 48509.

Attendance: _____

An approximate number of guests is expected to be given at time of the initial booking; however, we must have a guaranteed count ten (10) days prior to the scheduled function. You will be charged your final guarantee or the actual number of guests served whichever is greater. The guaranteed number is not subject to reduction. If no guarantee is received, we will consider your last indication of guests as the guarantee.

Alcoholic Beverages: _____

Cash Bar Only: A bartender charge of \$100 for each bartender will be applied to final bill.

All Federal, State and Local laws with regard to food and beverage purchases and consumption are strictly adhered to. Therefore, no alcoholic beverages may be brought onto the IMA premises for a function. **ANY ALCOHOL THAT IS BROUGHT ON THE PREMISES WILL BE CONFISCATED.** We reserve the right to request proof of legal drinking age. We also reserve the right to refuse service and/or close bars at its sole discretion.

If you purchase a 4-hour continuous bar package, please understand that this is not to be construed as *unlimited consumption*. No alcoholic shots will be offered on any bar package.

The number of bartenders will be determined by management. If you request additional bartenders, there will be a \$75 charge for each bartender. All bars will close one half hour prior to the end time of your function as stated on your event sheet. We urge you not to mix drinking and driving. Should you need assistance, please allow our management to arrange transportation for your guests.

Table Centerpieces/Decorations: _____

You will be allotted up to **3 hours** for decorating by time designated from facility.

GLITTER AND/OR CONFETTI IS NOT ALLOWED.

Decorations or displays brought into Brookwood Golf Club by the guest must be **approved** prior to arrival. Any candle brought into the building **must have a covered flame**. In order to protect fixtures and furnishings, items **MAY NOT BE ATTACHED** to any stationary wall, floor, window, woodwork or ceilings with nails, staples, tape or any other substance.

No alterations may be made to the building and/or parking lot without prior approval. Additional charges will be applied for any missing/damaged property and any excessive cleaning that needs to be done after your party. All decorating items must be removed from the premises at the end of the event.

Linen Charge: _____

IMA will provide complimentary white on white linens. This includes white table coverings and white linen napkins. A variety of colored linen is available at an additional cost. Chair covers are available at an additional cost,

Cake Cutting Fee: _____

Cake cutting will be provided by IMA wait staff at a charge of \$1.00 per person. If you do not wish to pay this charge, you can have someone cut and serve the cake for you.

Plated Meals: _____

All plated meals must have assigned seating and/or place cards indicating menu selection. IMA must have the menu selection counts ten (10) days prior to the scheduled event date.

Performance and Liability:

The IMA is not liable to perform this contract as a result of strikes, fire, flood, failure of power, failure of heat and/or air conditioning, acts of God or any causes beyond our reasonable control. Additionally, we shall not be held responsible for claims made by outside service contractors hired by the event host.

A Catering Contract signed by the person responsible for paying for the event, and a Room rental fee must be paid to have a confirmed reservation. A copy of this Contract will be given to you for your records.

BILLING COMPANY/ORGANIZATION _____

BILLING NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

PHONE H _____ W _____

C _____ FAX _____

EMAIL ADDRESS _____

DATE OF EVENT _____

This is a binding contract. I have read, understand and fully agree to all the above terms and conditions. There are no hidden, implied or verbal agreements or conditions attached.

IMA Management

Client Signature

Print Name

Today's Date

Thank you for choosing IMA Brookwood Banquet Center!!