



Whispering Pines Golf and Country Club Resort

Thank you for your inquiry regarding catering services provided at Whispering Pines Golf and Country Club Resort. We welcome the opportunity to host your event and look forward to providing you with a wonderful experience at our beautiful resort. The building overlooks the beautiful shores of Pine Lake, built Adirondack style, with an amazing rock fireplace and wonderful surroundings. The resort offers catering for groups of 75 – 100 people during the off-season, which is after the Monday of the September long weekend until the long weekend in May.

To help provide you and all your guests with exceptional quality and service we would like to assist you in any details you may require such as menu planning, room setups and any other aspects of your event.

All food served in the facilities must be provided by Whispering Pines Golf and Country Club Resort. Any exceptions must have signed approval from our Food and Beverage Manager. The resort does not allow any food or beverage to be brought in from the outside due to provincial health and liquor laws. The resort will purchase any special items requested from a licensed surveyor. No food or beverage may be taken from your banquet function.

Whispering Pines Golf and Country Club Resort, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with the laws of the province of Alberta. The legal drinking age in the province of Alberta is 18 years. It is the client's responsibility to notify the resort if any attendees are underage and ensure that minors attending the function are not served alcoholic beverages. The resort reserves the right to refuse service to any person without proper identification of age, or, in the resort's sole judgement, appears to be intoxicated.

The resort requires a function guarantee no later than 48-business hours prior to each meal function. You will be charged for the guaranteed number or the actual number of individuals, whichever is greater. If a guarantee is not submitted, the preliminary number on the function agreement will be considered the correct guaranteed number. All event details should be finalized at least 15 days prior to arrival.

All food and beverages prices are subject to an 18% gratuity and 5% GST. Due to fluctuation in food costs, quoted prices are subject to change without notice until Whispering Pines Golf and Country Club is in receipt of a signed Event Order with the menu selection.

Whispering Pines Golf and Country Club reserves the right to charge a service fee for building charges occurring within 24 hours, set up requirements above and beyond normal industry standards or excessive clean-up.

25054 South Pine Lake Road
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Fax: 403-886-4503
administration@whisperingpines.ab.ca
www.whisperingpines.ab.ca

Payment of catering and rental services can be paid either by advance payment, for all known charges, 3 days before the function or by an authorized credit card, for all known charges, authorized 3 days before the function. All additional charges must be paid within 30 days of the function. After the 30 days a rate of 18% per annum will be accrued.

Cancellation Policy: Termination of this Agreement will result in the following liquidation damages to the group. Said liquidations shall be due and payable to Whispering Pines Golf and Country Club Resort.

- 12 Months – 6 Months out: 100% of the reserved room revenue
- 6 Months – 3 Months out: 100% of the reserved room revenue and 50% of the estimated food and beverage revenue
- 3 Months – 1 Month out: 100% of reserved room revenue and 75% of the estimated food and beverage revenue
- Less than 30 days out: 100% of the reserved room revenue and 100% of the estimated food and beverage revenue.

Attrition Policy: Should you experience a significant drop in your numbers attending, you will be subject to a surcharge payable to Whispering Pines Golf and Country Club. Whispering Pines Golf and Country Club reserves the right to renegotiate the room rental charges if there is a significant drop in your numbers.

- 30 – 60 days out: 35% drop in your numbers - 50% of function revenue loss
- 30 – 0 days out: 40% drop in your numbers - 75% of function revenue loss

Acts of God Cancellation: Neither party should be responsible for any failure of performance due to acts of God, war, natural disaster, or other declared national emergency that makes performance of this Agreement inadvisable and/or illegal and makes it impossible to provide the facility to hold the event. The Agreement may not be terminated for any one or more of the above reasons by written notice from one party to the other.

Name of Group: _____

Meeting Planner: _____

Phone: _____

Address: _____

Fax: _____

Date: _____

Email: _____

Function Date: _____

Start Time: _____

End Time: _____

Function: _____

Setup: _____

People in Attendance: _____

Foyer, Dining Room and Lounge Rental: \$1500.00

APPROVAL & DEPOSIT

The signed agreement must be returned by _____ with a deposit of _____ to confirm your booking. A completed contract will be returned to you for your files. This agreement will constitute a binding contract between both parties. If this agreement is not received by the above date, all room rentals referred to herein will be release and neither party will have obligation of this Agreement.

Whispering Pines Golf and Country Club would like to thank you for the opportunity to host your event.

Whispering Pines Golf and Country Club Resort

(Food and Beverage Manager)

(Signature)

Event Coordinator _____

Title: _____

Date: _____

Date: _____