

Catering and Banquet Contract

TERMS AND CONDITIONS

FUNCTION REQUIREMENTS: *All function requirements, menu requests and other food or beverage selections, should be confirmed no later than 7 days prior to the function date. Changes in arrangements within 48 hours will be subject to additional labor charges. Augusta Ranch Golf Club/Scratch Pub reserves the right to make the final decision regarding outside functions and the use of grills. The decision to move a function indoors will be made no less than one (1) hour prior to the event based upon prevailing weather conditions and the local forecast.*

- **FACILITY:** Augusta Ranch Golf Club/Scratch Pub provides a 2000 square foot patio area available for rent for non-golf related functions. **The Arnold Palmer Room is also available for private functions at a rate of \$175.00. Site fee for outdoor events is \$350.00 whole patio/\$175.00 half patio.** (The required site fee covers the rental of all Augusta Ranch banquet equipment including but not limited to tables, chairs, and banquet serving tables. This charge also covers our liquor insurance and liability, as well as the maintenance and wear to the property.) The City of Mesa noise ordinance does not allow music or excessive crowd noise after 10:00 pm. The premises must be vacated promptly as scheduled.
- **LIABILITY:** Augusta Ranch Golf Club/Scratch Pub reserves the right to inspect and control all private functions. Liability for damage to the premises and/or property will be charged at actual repair or replacement cost.
- **DEPOSITS/CANCELLATION/CREDIT:** A **non-refundable** deposit of \$250.00 will be required to reserve your date. The final balance is due no later than the day of the event. If the event is cancelled or postponed, it is our policy that the \$250.00 deposit is non-refundable unless cancelled within 7 days of event in which case the deposit will be refunded.
- **FOOD & BEVERAGES:** All food and beverages must be supplied by Augusta Ranch Golf Club/Scratch Pub with the exception of the Wedding Cake that must be delivered by the client prior to the event. Please note that all food and alcoholic beverage sales and services are regulated by the State of Arizona. As licensee, Augusta Ranch Golf Club/Scratch Pub is responsible for the administration of these regulations and, therefore, no food, liquor, beer, wine or beverage may be brought into the Club from outside sources.
- **PRICES:** Food and Beverage prices are subject to change, with definite prices confirmed 30 days prior to your event. Prices vary according to the menu selection and type of event.
- **GUARANTEES:** We need your assistance in ensuring the success of your event. Confirmation of the exact number of Banquet and Reception guests is required 7 days prior to the event. This confirmed number constitutes the patrons guarantee. If no guarantee is given, the expected number of people or the actual number of people, which ever is higher will be considered your guarantee. Increases to the guaranteed number will be accepted up to 48 hours prior to the event.
- **AUDIO VISUAL & MUSIC:** Even though Augusta Ranch Golf Club/Scratch Pub does not provide any technical equipment, we are happy to work with any outside Audiovisual or Music Companies that the customer selects for the event. It is imperative that Names, Phone Numbers and arrival times are communicated to Augusta Ranch Golf Club/Scratch Pub prior to date of event.
- **SECURITY:** Augusta Ranch Golf Club/Scratch Pub shall not assume responsibility for damage or loss of any personal merchandise or articles prior to, during or after your function for you, your guest or contracted services. (i.e.: Photographer, Videographer, DJ, etc.)
- **TAXES AND SERVICE CHARGE:** Applicable Arizona sales tax and a 20% service charge will be added to the total food and beverage charges.
- **BALANCE OF PAYMENT:** Balance of payment must be received in **FULL** upon conclusion of your event.

EVENT TYPE: _____ **DATE OF EVENT:** _____

Client Acknowledgement: _____
Client Signature Client Signature Date Signed

Event Coordinator: _____
Paige Langhoff Method of Payment (DEPOSIT) Date of DEPOSIT

Private Events Manager: Paige Langhoff
 Phone: (480) 656-5933

Clubhouse: (480) 354-1234 Fax: (480) 354-1426

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Type of Event: _____

Thank you for choosing Augusta Ranch Golf Club.

Client (s): _____

In order to secure your reservation, it is mandatory that you complete this form, and fax the signed copy to: (480) 354-1426. Failure to return this form within 24 hours may result in immediate cancellation of your reservation.

Note: The date requested below must be secured with Visa, MasterCard or American Express.

Name of Reservation _____

Reservation Date _____

Dining Time _____

Number of People _____

Price per Person _____

Menu Choice _____

Total Amount Authorized to be charged to the Credit Card: \$ _____

Credit Card Number #: _____ - _____ - _____ **Exp. Date:** _____

Phone Number: _____ **Fax Number:** _____

AUTHORIZED SIGNATURE: _____

By signing and returning this document you hereby take financial responsibility for this reservation. The listed credit card number will be charged in the event that the reservation is not cancelled or modified before the seven-day cancellation policy.

Seven day Cancellation Policy: All reservations must be cancelled or reduced to appropriate number of dinners, no less than **Seven Days** prior to the day of dining listed above.

Please be sure all information is complete and accurate before faxing to: (480) 354-1426 at Augusta Ranch Golf Club/Scratch Pub. If you have any questions, please call **Paige Langhoff**, Private Events Manager at: (480) 656-5933 or email: Planghoff@augustaranchgolf.com