



Urbana Country Club

EST 1922

Special Event Agreement

Event Name _____

Date _____ Time _____

Main Contact _____

E-mail _____

Phone _____

For Non-Member Functions

Billing Contact _____

Billing Address _____

City _____ State _____ Zip _____

Room Rental Fee _____

Room rental fee payment is due with this agreement.

Guaranteed Number of Guests _____

Price per Guest _____

Price does not include Service Charge & State Sales Tax

Special Requests:

I have read and agree to the Event & Catering Policies for Urbana Country Club.

I have attached or already submitted the Room Rental Fee, made payable to Urbana Country Club

Signature _____ Date _____

EVENT & CATERING POLICIES

NON-MEMBER EVENTS

NON-MEMBER EVENTS WILL INCUR A ROOM RENTAL CHARGE.

\$750, OVER 50 GUESTS

\$350, 50 GUESTS AND UNDER

NON-MEMBER EVENTS THAT ARE IN CONJUNCTION WITH A GOLF OUTING WILL NOT INCUR A ROOM RENTAL CHARGE. PLEASE CALL AS WE WILL BE HAPPY TO HELP YOU CREATE AN EXPERIENCE THAT YOU AND YOUR GUESTS WILL NEVER FORGET.

GUARANTEE OF GUESTS

A FINAL GUEST COUNT IS REQUIRED AT LEAST 10 DAYS PRIOR TO YOUR EVENT. THIS NUMBER WILL BE CONSIDERED A GUARANTEE, NOT SUBJECT TO REDUCTION. IF THE GUEST COUNT EXCEEDS THE FINAL COUNT GIVEN, AN ADDITIONAL FEE PER ADDED GUEST MAY BE INCURRED AND THE CLUB CANNOT GUARANTEE THAT YOUR PRE-SELECTED MENU WILL BE SERVED TO ALL GUESTS.

CATERING SERVICE

WE OFFER A COMPLETE SELECTION OF BEVERAGES TO COMPLEMENT YOUR FUNCTION. PLEASE NOTE THAT THE OHIO STATE LIQUOR CONTROL BOARD REGULATES ALCOHOLIC BEVERAGE SALES AND SERVICE. THE CLUB, AS A LICENSEE, IS RESPONSIBLE FOR THE ADMINISTRATION OF THESE REGULATIONS. THEREFORE, IT IS A POLICY THAT NO ALCOHOLIC BEVERAGES OF ANY KIND WILL BE PERMITTED TO BE BROUGHT INTO THE CLUB BY THE PATRON OR ANY OTHER PATRONS, GUESTS OR INVITEES FROM AN OUTSIDE SOURCE. IN ADDITION, DUE TO SAFETY ISSUES, NO FOOD OF ANY KIND EXCEPT FOR WEDDING CAKES WILL BE PERMITTED TO BE BROUGHT INTO THE CLUB. NO LEFTOVER FOOD OR BEVERAGES PURCHASED FROM URBANA COUNTRY CLUB SHALL BE REMOVED FROM THE PREMISES DUE TO FOOD SAFETY ISSUES.

DUE TO MARKET FLUCTUATIONS IN PRICING, ALL FOOD AND BEVERAGE PRICES WILL BE GUARANTEED 60 DAYS PRIOR TO THE FUNCTION.

A FOOD & BEVERAGE MINIMUM OF \$30.00 PER PERSON APPLIES TO ALL SPECIAL EVENTS (NOT INCLUDING TAX AND SERVICE CHARGES).

DECORATIONS

A UCC STAFF MEMBER MUST SUPERVISE THE PLACEMENT OF ALL DECORATIONS, DISPLAYS, EXHIBITS OR OTHER MATERIALS. ALL DECORATIONS, DISPLAYS, EXHIBITS OR OTHER MATERIALS MUST CONFORM TO CITY CODES AND FIRE REGULATIONS AND CANNOT BE TACKED, NAILED, TAPED, ETC. TO WALLS OR CEILINGS. THE PATRON WILL BE ASSESSED FOR ANY DAMAGE AND CHARGED ACCORDINGLY. ALL CANDLES MUST BE DRIP FREE - GUESTS WILL BE CHARGED \$25.00 PER TABLECLOTH FOR ANY WAX DAMAGE.

BANDS/DJ'S

ALL MUSIC AND ENTERTAINMENT MUST END BY 12:00AM AND ENTERTAINMENT VENDORS ARE RESPONSIBLE FOR FURNISHING THEIR OWN ELECTRIC CORDS AND AUDIO/VISUAL EQUIPMENT. CLUB POLICY IS THAT WE DO NOT PROVIDE ALCOHOLIC BEVERAGES TO BANDS OR D.J.S UNLESS SPONSOR SPECIFIES OTHERWISE.

PAYMENT

PAYMENT IN FULL MUST BE MADE AT THE END OF THE EVENT UNLESS CREDIT HAS BEEN ESTABLISHED WITH THE CLUB ACCOUNTING OFFICE PRIOR TO THE EVENT. A 20% SERVICE CHARGE AND A 3% LINEN FEE WILL BE AUTOMATICALLY BILLED FOR ALL FUNCTIONS, PLUS APPLICABLE OHIO STATE SALES TAX. IF YOUR ORGANIZATION IS TAX EXEMPT, PLEASE PROVIDE A CURRENT TAX EXEMPTION CERTIFICATE.

CANCELLATION

8 MONTHS PRIOR TO YOUR EVENT YOU MAY CANCEL AND RECEIVE YOUR ROOM RENTAL PAYMENT RETURNED IN FULL. AFTER 8 MONTHS, THIS CHARGE BECOMES NON-REFUNDABLE.