

The Quarry Golf Club

444 E. Basse Road

210/824-4500

Event Contract

Primary Contact Information

Contact Name: SAMPLE

Phone: SAMPLE

Cellphone: SAMPLE

Email: SAMPLE

General Event Information

Event Name: SAMPLE	Start Date: 00/00/0000	Start Time: 5pm
Event Number: SAMPLE123	End Date: 00/00/0000	Serve Time: 6pm
Event Type: Banquet	Contract Date: 00/00/0000	End Time: 9pm
Terms: Net 0 days	Deposit Due Date: 00/00/0000	Deposit Amount: \$1000.00
Tax Exempt: No	Balance Due Date: 00/00/0000	Balance Amount:

Event Details:

Item Description	Quantity	Price	Extended Price
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Terms and Conditions:

RESERVATION & DEPOSITS

A DEPOSIT TOTALING THE ROOM RENTAL FEE PLUS APPLICABLE SALES TAX AND GRATUITY IS REQUIRED TO RESERVE THE FACILITY. THIS DEPOSIT WILL BE APPLIED TO THE FINAL BILL. PAYMENT OF THE FINAL BALANCE IS DUE IMMEDIATELY UPON COMPLETION OF THE EVENT AND MUST BE MADE IN THE FORM OF CREDIT CARD, CHECK OR CASH.

CANCELATION POLICY

SHOULD YOUR EVENT NEED TO BE RESCHEDULED OR CANCELED, THE QUARRY MUST BE NOTIFIED IMMEDIATELY.

WRITTEN NOTICE IS REQUIRED FOR ALL CANCELATIONS. THE FOLLOWING CANCELATION FEES WILL APPLY.

CANCELATION NOTICE (PRIOR TO EVENT DATE) APPLICABLE FEES

>90 DAYS A \$250 FEE WILL BE ASSESSED FROM THE DEPOSIT, <90 DAYS RESERVATION DEPOSIT

<14 DAYS 50% OF ALL ESTIMATED CHARGES, <96 HOURS 100% OF ALL ESTIMATED CHARGES

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A FINAL AND SPECIFIC GUEST COUNT FOR ALL FUNCTIONS IS REQUIRED SEVEN DAYS PRIOR TO THE EVENT DATE BY 10 A.M. THIS NUMBER IS REQUIRED FOR FOOD PREPARATION, SERVICE PURPOSES AND MINIMUM BILLING ON ALL FOOD EVENTS. THIS NUMBER WILL BE CONSIDERED A GUARANTEE AND THE EVENT HOST WILL BE BILLED FOR THIS ATTENDANCE NUMBER, EVEN IF LESS SHOULD ATTEND THE EVENT. IF THE GUARANTEE IS NOT RECEIVED IN ADVANCE AS INDICATED ABOVE, THE HIGHEST ESTIMATED NUMBER OF GUESTS INITIALLY INDICATED WILL BE CONSIDERED A GUARANTEE. IF THE ACTUAL ATTENDANCE NUMBER GOES ABOVE THE GUARANTEED GUEST COUNT QUARRY STAFF WILL MAKE EFFORTS TO ACCOMMODATE, AND THE EVENT WILL BE BILLED FOR THE TOTAL NUMBER IN ATTENDANCE.

TAX & SERVICE CHARGE

A SALES TAX OF 8.25% WILL APPLY TO ALL FOOD AND MISCELLANEOUS ITEMS. TAX-EXEMPT ORGANIZATIONS MUST PROVIDE A COPY OF THE APPROPRIATE STATE-APPROVED FORM (I.E. 501C3) AT LEAST 48 HOURS PRIOR TO THE EVENT; FAILURE TO DO SO WILL RESULT IN FULL-BILLING WITH APPROPRIATE TAXES APPLIED. A 22% GRATUITY SERVICE CHARGE WILL APPLY TO ALL FOOD, BEVERAGE, RENTAL AND OTHER SERVICE CHARGES.

LIQUOR LAWS

THE QUARRY GOLF CLUB ADHERES TO STANDARD TEXAS ALCOHOLIC BEVERAGE COMMISSION (TABC) LIQUOR LAWS AND RESERVES THE RIGHT TO REFUSE AND/OR DISCONTINUE SERVICE TO ANY EVENT OR PERSON. TABC REGULATIONS REQUIRE THAT ALL ALCOHOLIC BEVERAGES CONSUMED ON PROPERTY BE PURCHASED FROM AND DISPENSED BY THE QUARRY GOLF CLUB WITHOUT EXCEPTION.

LIABILITY & SECURITY

THE QUARRY GOLF CLUB RECOMMENDS ALL EVENTS HIRE SECURITY FOR THE DURATION OF THEIR FUNCTION. THE QUARRY GOLF CLUB WAIVES ANY RESPONSIBILITY FOR LOSS OF/DAMAGE TO ANY ITEMS OR VEHICLES.

Note: Additional addendum sheets dealing with special circumstances may accompany this contract

Approved (Client's Signature): _____ Date: _____

Approved (Salesman's Signature): _____ Date: _____