



# PRIVATE EVENT AGREEMENT

## QUAIL HOLLOW GOLF COURSE

### EVENT DETAILS

EVENT DATE:	SETUP TIME:	START TIME:	END TIME:
<b>Please select a venue space.</b>			
<input type="checkbox"/> <b>INDOOR:</b> Accommodates up to 60 seated guests (includes tables and chairs for 60 guests)			
<input type="checkbox"/> <b>INDOOR + EXTENDED PATIO:</b> Accommodates up to 100 seated guests (includes tables and chairs for 100 guests, available May - September)			
<input type="checkbox"/> <b>HALF-DAY</b> <i>Select one:</i> <input type="checkbox"/> 7 a.m. to 4 p.m. <input type="checkbox"/> 4 to 10 p.m.			
<input type="checkbox"/> <b>FULL-DAY RESERVATION</b> (7 a.m. to 10 p.m.)			
GUEST COUNT:			
CONTACT PERSON:			PHONE:
MAILING ADDRESS:			
CITY:	STATE:	ZIP:	
EMAIL ADDRESS:			

### QUAIL HOLLOW GOLF COURSE VENUE FEES

Venue Space	Time Period	Half-Day	Full-Day
Indoor	Monday – Thursday	\$200	\$400
	Friday – Sunday	\$300	\$600
Indoor + Extended Patio	The Extended Patio is available May – September and has an event minimum of \$1,500.		

### Payment Terms

1. A non-refundable deposit of **\$200** is required to secure the venue.
2. **Final payment for the total headcount for food is due 14 days prior to the event date.** The attendance figures you provide 14 days prior to the event date will not be subject to reduction.
3. Additional charges (such as additions in catering services) will be invoiced separately and must be paid by the end of the following business day.

### Booking Policy

1. A Private Event Agreement is required to reserve the venue.
2. Event dates are subject to availability.
  - o **October through April:** Open to all groups based on availability; **Indoor** venue space is available.
  - o **May through September:** Open to all groups based on availability; **Indoor + Extended Patio** venue space is available.

### The following services are included with all venue bookings:

- **Tables and Chairs.** Indoor seating can accommodate 60; Extended Patio can accommodate an additional 40 (available May – September).
- **Linens.** Choice of either black or white tablecloths. Glass centerpieces available upon request.
- **Audio/Visual Equipment.** Roll-out TV for presentations, microphone and projector are available.
- **Serving Tables.** Availability of (2) six-foot tables and (2) eight-foot folding tables.
- **Dinnerware.** Choice of elegant white dinnerware or premium black disposal tableware.
- **Staffed Bar.** Fully stocked bar with bartender services.

*A 20% Special Event Service Fee will be charged to all Food and Beverage Services.*

## Event Food and Beverage

All food and beverages must be provided by the Golf Course unless otherwise arranged with our Catering Supervisor. Food selections and final counts must be confirmed no later than **14 days prior to the event date**. Alcoholic beverages must be purchased and consumed in compliance with Golf Course policies.

MENU + FOOD SELECTIONS		
<i>Please select one menu option to be served at your event. Pricing is per-person.</i>		
<b>Breakfast (All breakfast choices include coffee, tea, and orange juice)</b>		
<input type="checkbox"/> Breakfast Burrito – bacon or vegetarian	\$15	
<input type="checkbox"/> Breakfast Buffet – eggs, hashbrowns, bacon/sausage, and muffins	\$20	
<input type="checkbox"/> Breakfast Sandwich	\$10	
<b>Lunch Buffet (Includes baked beans and choice of one side)</b>		
<input type="checkbox"/> Burger Bar	\$20	
<input type="checkbox"/> Smoked Pulled Pork	\$20	
<input type="checkbox"/> Smoked Brisket	\$25	
<input type="checkbox"/> Taco Bar – beef and chicken tacos (no other sides)	\$20	
<input type="checkbox"/> Baked Potato Bar	\$15	
Select choice of side: <input type="checkbox"/> Garden Salad <input type="checkbox"/> Caesar Salad <input type="checkbox"/> Pasta Salad <input type="checkbox"/> Potato Salad		
<b>Dinner Buffet (Includes choice of two sides, dinner roll and cookie)</b>		
<input type="checkbox"/> Whiskey Herb Chicken	\$26	
<input type="checkbox"/> Shrimp Scampi	\$28	
<input type="checkbox"/> Salmon	\$34	
<input type="checkbox"/> Prime Rib	\$37	
<input type="checkbox"/> Pasta Primavera (vegetarian)	\$24	
Select choice of sides: <input type="checkbox"/> Garden Salad <input type="checkbox"/> Caesar Salad <input type="checkbox"/> Garlic Mashed Potatoes <input type="checkbox"/> Pasta Salad		
<b>Party Platters (Serves 25 per platter)</b>		
<input type="checkbox"/> Teriyaki Meatballs (\$85)	<input type="checkbox"/> Mini Wraps (\$125)	<input type="checkbox"/> Wings (\$150)
<input type="checkbox"/> Caprese Skewers (\$100)	<input type="checkbox"/> Spinach Artichoke Dip (\$85)	<input type="checkbox"/> Stuffed Mushrooms (\$150)
<input type="checkbox"/> Prawn Cocktail Platter (\$200)	<input type="checkbox"/> Charcuterie Board (seasonal pricing)	
<b>Desserts (Please consult with Catering Supervisor on seasonal selections)</b>		

### Additional Terms and Conditions

1. The Event Organizer is responsible for any damage caused to the Golf Course property by participants, vendors, or sponsors during the event. The Event Organizer will be billed for the cost of repairs or replacements.
2. The Golf Course reserves the right to cancel or reschedule the event due to unforeseen circumstances such as inclement weather.

### Cancellation Policy

Cancellations must be made at least **14 days** before the event date; the deposit is non-refundable. Cancellations made after this period may result in forfeiture of the deposit.

By signing this contract, the Client agrees to the terms and conditions outlined above.	
NAME:	DATE:
SIGNATURE:	