

**Contract and Event Policy**

We are most pleased that you have selected Allendale Country Club as the site for your next event! We are certain that you will find our professional staff and overall amenities will exceed your every need.

This contract provides you with a step by step process to ensure that every detail is considered for your event. It is just as important to us that you have a successful Event. Please complete this contract in its entirety so that all of your needs and requests are met.

# About Us

Allendale Country Club was established in 1956, the Club boasts a Geoffrey Cornish designed 18 Hole par 72 championship layout. The course offers a fair but challenging course for the beginner as well as the advanced golfer. In addition to the golf course itself, Allendale offers its members a host of other amenities. Included with all memberships is the use of the driving range, bag storage, chipping green, practice green, and locker rooms. According to our community of reviewers, we are one of the best courses to play. Allendale Country Club has been rated #6 in Massachusetts for the Best of 2018 golf courses by GolfAdvisor.

At The Dale, we have a rustic style bar and restaurant open to the public where you can relax and enjoy the view.

We have outdoor seating and even have an outdoor lounge area for the warm seasons!

Spontaneously we plan exciting activities such as live bands, trivia, karaoke, bingo, corn hole and many more!

**The client hereby agrees to the following set policies for the date and time specified on this contract.**

The Room Rental is required to guarantee the date and time for all clients utilizing the Allendale Country Club Banquet Facilities. No “tentative” holds may be placed on banquet room rentals without this initial deposit and a signed contract.

# Room Rental

The Club House Banquet Room is available for up to 150 guests with room for a dance floor. The room rental is $250.00 for up to 75 guests and $500 for 76 -150 guests and will include a cocktail server.

The Outdoor Deck is available for up to 30 guests. The room rental is $500.00 and will include a Cocktail Server.

The Outdoor Patio is available for up to 200 guests. The room rental is $1000 and will include a bartender, a cocktail server and an exclusive bar, Mulligans.

# Cancellation Policy

Allendale Country Club Country Club prides itself in planning and facilitating professional events for all groups. In most cases, our staff maintains schedules well in advance of association or group commitment dates. In the event of a cancellation, it is unlikely another group can fulfill these dates, especially if cancelled close to the actual event date. To partially recognize lost time it is agreed the following terms will be enforced:

* Cancellation within 60 days of event – 100% of deposit will be refunded
* Cancellation between 30-59 days of event – 50% of deposit will be refunded
* Cancellation within 29 days or less of event – 0% of deposit will be refunded

NOTE: The above terms will apply to cancelled events only but not rescheduled events occurring in the same year.

It is the sole discretion of Allendale Country Club to determine if weather is cause for cancellation on the day of the event. If, in our opinion, an event must be cancelled you will have the option to schedule another day.

# Guarantee & Payment

## Food policy

All food and beverage arrangements (except for Specialty Occasion Cakes) MUST be provided by the Allendale Country Club Banquet Facility. Allendale Country Club will not provide additional to-go boxes for client’s allowing guest to take home desserts. Any food provided buffet or family style not consumed will not be permitted to leave the premises, reflecting the health code.

Any Special Occasion Cakes will require our staff to cut the cake and a cake cutting charge of $1.00 per person.

Any outside catering requests must be approved by our staff in advance.

## Menu & Guests Count

Your final menu and guaranteed number of guests must be confirmed 1 week prior to the scheduled event. We prepare 5% above the guaranteed number. Absolutely no reductions in the guaranteed guest count will be accepted less than 1 week prior to the scheduled event.

## Final payment

Final payment for the guaranteed number of guests **must be paid in full** **prior to the event** based on the guaranteed number. Guests wishing to pay by debit/credit will be assessed an additional 5% of the total bill. All additional charges, including any additional guests shall be paid immediately following dinner. An event manager/supervisor will verify the number of guests in attendance for each function.

Please note we will require a credit card on file for any incidentals that may occur throughout the event that have not already been paid for by the client. This card will also be used for any additional fees related to cleaning or damages should they be required.

## Rental Times

Rental times include time for set up and clean up. Guests are welcome to continue their evening in our bar following the event, but must vacate the banquet facility by the stated times below.

Afternoon luncheons: 11am – 4pm

Evening events/receptions: 5pm – 10pm

Morning functions can begin as early as 8:00am

*\*Any additional times or changes must be pre-approved by the Event Manager in advance.*

## Bar service

Allendale Country Club holds a license granted by the state of Massachusetts and is held responsible for complying with its regulations. No alcoholic beverages are permitted to be brought onto or removed from the premise for distributions (example: liquor favors) in compliance with the Massachusetts State Liquor Law. Patrons under the age of 21 will not be allowed the service of alcoholic beverages and we also reserve the right to stop serving alcoholic beverages to anyone at any time.

## Standard Linen Pricing

White table linen (90in x 90in square) and white rolled napkin linen are provided in your room rental cost.

Standard colored napkin linen: $0.50/ per person

Standard colored table linen: $1.00/ per person

Standard chair covers: $2.00 / per person Standard chair sash: $1.00 / per person *\*\*Ask to see our Standard linen options today!*

Specialty table and napkin linen options are available upon request; however, pricing is dependent on the linen provider, color, material, and sizing. All linen must be pre-ordered with our Event Manager 2-weeks prior to your scheduled event to guarantee a timely order placement and delivery of your preferred linens.

## Decorations

Please be advised that taping, tacking, nailing to the walls, ceiling, or paint is prohibited. No confetti or glitter. Use of any of prohibited decorations will result in a cleaning fee of $150.00 if not cleaned by the party. Any damages to the walls will be assessed and charged accordingly.

## Photography

Clients agree that Allendale Country Cub may use images from the event for display, advertising, website, blog and magazine submissions and any other means of promotion of Allendale Country Club’s business. Clients waive any right to payment, royalties or any other consideration for the use of the images. Clients waive the right to inspect or approve the finished product, including written or electronic copy, wherein Clients’ likeness appears. Allendale Country Club is hereby held harmless and released and forever discharged from all claims, demands, and causes of action which Clients have or may have by reason of this authorization.

**Damages**

The Allendale Country Club shall not assume the responsibility for the damage or loss of items or articles brought onto the property or inside the facility.

We acknowledge that as the undersigned, we assume all risks attendant with the operation of the golf carts, including responsibility for any and all damage caused to said cart due to negligent use of operation of the same. We will not allow children under the age of 18 to drive a golf cart.

We acknowledge that as the undersigned, we assume all responsibility for any and all damage due to negligent use of the facilities and its outlying grounds.

Guests of any event will not be allowed on the fairway of greens unless a golf package has been purchased.

## Indemnification

Client hereby jointly and severally agrees to indemnify, defend and hold Allendale Country Club, harmless from all claims, suits, actions at law, judgments, liabilities, losses and damages (including attorney’s fees) arising from the use of Allendale Country Club Course property, however caused, including without limitations, any injury or damages resulting from negligent, careless, improper or unlawful conduct.

## Conditions of the Agreement

Performance of the agreement is contingent upon the ability of Allendale Country Club management to complete the same, and is voidable in the event of labor dispute or strikes, accidents, government (Federal, State, or Municipal) requisitions, restrictions on travel, transportation, food, beverages, or supplies, and or other causes, whether enumerated herein or not, beyond the control of Allendale Country Club, preventing or interfering with the delivery of services required for the private function. In no event shall Allendale Country Club be held liable for other damages.

Credit Card to be held on file:

Name on Card Click or tap here to enter text.

Credit Card Number Click or tap here to enter text.

Exp. Date: Click or tap here to enter text. CVV Code Click or tap here to enter text.

Signature below indicates that I/we fully consent with all of Allendale Country Club event terms and conditions including, but not limited to: Payment, guest count, food and beverage, and cancellation policies.

Client Signature: Click or tap here to enter text. Date: Click or tap here to enter text.

Printed Name: Click or tap here to enter text.

Allendale Country Club Signature: Click or tap here to enter text.

Printed Name: Click or tap here to enter text.

All Checks are made payable to:

ALLENDALE COUNTRY CLUB

1047 Allen Street

North Dartmouth, MA 02747

508-992-8682 www.allendalecc.net