

TERMS FOR EVENT

1. The Event must be complete by the End Time as noted on the Banquet Contract. The Event may be extended beyond the scheduled End Time upon agreement of any additional charges for food, beverage and labor, as determined by the Client and the Club.
2. All deliveries to the Club must be arranged in advance. The Client will be required to provide the labor or reimburse the Club for the cost of unloading and setting up such delivered items.
3. Providers of services, equipment and supplies, who are not employees of the Club and who propose to render contractual services in the Club, are subject to approval by the Club prior to commencing work on Club premises.
4. All entertainment, services, or supplies must be set up and fully functional a minimum of one(1) hour prior to the Event start time.
5. The Club reserves the right to adjust the volume of any music or entertainment at their discretion.
6. The Club can recommend incidental items and services to the Client. These services include floral arrangements, ice scul-ptures, table decorations, musical accompaniments, custom linens, and special decorations. All such services are available for an additional fee.
7. Guests of the Event are only allowed in the banquet rooms contracted for their particular Event.
8. Proper attire is required at all times in the Club, both inside and outside. Any questions or concerns regarding the Club's dress code should be raised prior to the Event.
9. The Client is hereby held responsible for damages to any personal and real property caused by the Event, any guest of the Event, or any contractors. The Club assumes no responsibility for any personal property, whether delivered to the Club by the Client, his agent, or other third parties.
10. Any outside food or beverage may not be brought to the Event, except by prior written permission of the Club.
11. For insurance purposes, food or beverage may not be catered to the Club, with the exception of wedding cakes prepared by a licensed and certified food service establishment.
12. All food and beverages must be consumed in the banquet facility at the Club. Any excess food or beverage not consumed during the Event may not be removed from the property or packaged as "to go."
13. Any written material prepared for the Event using the Club's name or Club logo must have prior written approval of the management.



EVENT CONTRACT

Name of Event: _____

Date of Event: _____

Day of Event: _____ Start Time: _____ End Time: _____

Host: _____

Sponsor: _____

Billing Information

Bill to: _____

Street: _____

City, State, Zip: _____

Contact Information

Home Phone: _____ Business Phone: _____ Cell: _____

Email: _____

Space Held: _____

Rental Fee: _____

Estimated Number of Guest: _____

Deposit (Non-Refundable): _____ Check #: _____

I have read and understand the Terms and Conditions of Dunham Woods Riding Club and I Agree with the above specified information.

Client signature: _____ Dunham Woods signature: _____

Print Name: _____ Print Name: _____

Date: _____ Date: _____