



# Troy Country Club Event Contract

1830 Peters Road Troy, OH 45373

Event Director: Courtney Salvo

Email: Banquet@troycountryclub.net

Phone: Work: 937-335-5691 Ex. 302

Cell: 937-751-9221

Client's Name: \_\_\_\_\_

Member or Non-Member: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Event Time: \_\_\_\_\_

Circle Room(s) Needed: Terrace Room, Dining Room, Living Room, Bentwood Room

**Rental Fee: \$300.00 per Banquet Room (No Tax)**

Rental Fee Total: \$\_\_\_\_\_

**Rental Fee Payment:** An initial rental fee of \$300.00 per banquet room is due the day of booking the event. All rental fees confirm your reservation, and guarantee your event date. If rental fees are not received and approved your event reservation will be cancelled. All room rental fees are re-fundable with a written cancellation notice, only made 30 days prior to your event. If event is cancelled less than 30 days of your event your room rental fee is non-refundable. If your event is booked less than thirty days of your event date, cancellations may be made up until 2 weeks prior to be re-funded the rental fee. If your event is cancelled within less than 1 week of the event date the rental fee will be non-refundable.

**Reservations Includes:** 6ft and 8ft tables banquet tables, 60" round tables, indoor banquet chairs, white, ivory or black table cloths, and choice of a linen napkin color, table skirting, set up and tear down of tables, chairs, and linens. Wedding ceremonies held out on the golf course are required to rent chairs. (Any additional linens, chair covers, rental items, centerpieces are the client's responsibility or at an additional cost from TCC.)

**Confirmation of Event:** All final arrangements, room setup, bar selections, and menu options must be received (2) weeks prior to the event date. Final head count of attendance for your event must be received (1) week prior to event date. EXAMPLE: (Date of Event 11-8-17 and Final Count Due 11-1-17) after the details have been finalized, the event director will contact you with a copy of your event sheet and specific details. Immediate notification is required to TCC of any changes in the number of guests attending your event. Client is required to provide TCC with final number of guests one week prior to event. No allowances will be made for any decrease in number of guest. Payment is required for any additional guest meals, the day of the clients function. You will be charged for the final headcount that is given 1 week prior to the event, even if there are last minute cancellations/no shows.

**Cancellations:** Cancellations must be made 30 days prior to the event date, in order to be dismissed from food, beverage and room rental fees. If your event is cancelled less than 30 days prior to your event, your room rental fee is non-refundable. You are held responsible for 50% of your event, based on your event function sheet, if cancelled less than 30 days prior to your scheduled event date. If an outside vendor is asked to be cancelled such as: Band, DJ, florist, rental items, etc. you will be held liable for the cancellation fee for those items. If you need to reschedule your event date, you may do so within the current year of your scheduled event, with a re-scheduling fee of \$100.00. Event cancellation due to COVID-19 must be made 1 week prior before event. If less than 1 week, you are responsible for the cost of the food and items purchased for your event. If guests are responsible for paying their tabs separately and a bill goes unpaid, the member or guest hosting the event will be responsible for paying that tab before the end of the event.

**Final Payment:** The final payment is due the day of your event. This includes: food menu items with 20% service charge and 7% sales tax, bar charges, and any extra rental items. We accept cash, credit card; checks made out to Troy Country Club or if the client is a member payment will be charged to the members account. All payments are due the night of the event unless pre-scheduled with our accountant.

**Taxes and Fees:** All checks include a 20% sur-charge and 7% sales tax on top of the sub-total. The 20% sur-charge is NOT a tip for your servers, this is a sur-charge used to pay the servers for working the event. There is a \$30.00 fee for each returned check. If the banquet room is damaged from the event, the client will be charged a minimum of \$300.00 or more depending on the damage. Tax exempt businesses are permitted with the correct forms submitted to the accountant (2) weeks prior to the event.

**Beverage Consumption:** All beverages must be provided from TCC. A \$500.00 fine will be assessed for alcohol brought onto the property of TCC, and all alcohol service will cease. There is a \$150.00 fee per bartender for all events! There is a \$15.00 per bottle corkage fee for wine brought in upon approval of a TCC manager. No outside beverages are allowed on the premise, if you bring in any of the following you will be charged per item: Jell-O Shots, Beer, etc. If a guest of the event held at TCC has a Bio-Hazard incident on TCC premises, the client will be fined \$100.00 fee for cleanup kit. Troy Country Club does not permit anyone under the age of (21) to consume alcohol and has full discretion to deny any patron on our premises alcohol.

**Food Consumption:** All food/catering must be provided from TCC. Desserts may be provided from an outside vendor. Dessert vendors are not subject to additional fees and TCC is not held liable for any complications caused by desserts. NO OUTSIDE CATERING IS PERMITTED. NO outside food is permitted on the premises! TCC is not held liable for any food taken home from an event – such as leftovers.

**Building Specifications:** Events are based on the timeline you arrange with your event coordinator. A fee of \$200.00 per hour will be required for any time in TCC over the planned hours. Weekday events must end by 11pm and weekend events must end by midnight. Event set-up times are to be discussed and planned with your event director, when you can and cannot set-up your décor for your event.

**Liability:** Troy Country Club shall have no liability of any kind due to fire, flood, earthquakes, accidents or any act beyond our control. Either party shall be permitted to cancel the event, without liability, if extraordinary, circumstances not controlled by such party, such as a natural disaster, act of terrorism or public health epidemic within the area where the club is located.

**Additional Fees:**

- Wedding Ceremony Fee - \$400.00
- Outdoor Ceremony Chair Rental Fee - \$5.00+ per chair plus delivery tax (Black or White Resign chairs only)
- TCC is not liable for weather issues if rental items are not used – you will still be charged for all items.
- Other types of Rental items Available - \$ Prices Vary
- Delivery Fee for Rented Chairs for Outdoor Ceremony - \$150.00
- Projector Rental - \$75.00
- Screen Rental - \$25.00
- TV Rental / DVD - \$25.00
- Easel Rental - \$10.00
- White Board Rental - \$10.00
- Flip-Chart Rental with Markers - \$10.00
- Dance Floor Set-Up Fee - \$100.00
- Bartender Fee - \$150.00 per bartender for entire event (1 Bartender for 100 guests or less, 2 Bartenders are required for over 100 guests)
- Up-lighting for Head Table - \$100.00
- (1) Chef – Carver for Buffet - \$75.00
- Votive Candle Fee - \$0.50 per candle
- \$150.00 Fee for Buffets – Pays for the staffing to mandate and serve food to guests

This contract states the client agrees to all fees, rules, and specifications of The Troy Country Club. Should a dispute arise to breach any term of this agreement, the client agrees to submit their dispute(s) to the TCC Management.

I, \_\_\_\_\_, understand and agree to all terms of the agreement.  
Full Name of Client (Please Print)

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Troy Country Club Manager

\_\_\_\_\_  
Date