



Thank you for considering the Sunset Ridge Golf Club for your event. Please complete and return the attached contract with your deposit.

**PRICING:** Banquet groups can reserve the Sunset Room for a guaranteed plate count of 25 or more with a \$250 deposit/minimum. Events are based on 3 hours. Smaller groups are welcome in our Sunset Grille Room. Set-up is allowed two hours prior to event start time. Additional set-up time on the same day or the day before can be arranged at a rate of \$20 per hour (schedule permitting). Additional banquet time beyond the three hours can be reserved at a rate of \$100/hour. **CUTTING FEE:** Outside desserts are allowed for \$1 per person cutting fee.

Wedding reservations require 10% of the total bill as a down payment, 25% down 3 months prior to the wedding date and 50% down 30 days out. Meeting groups (groups who do not require meals) can reserve the Sunset Room at a rate of \$250 for three hours and additional hours at \$75/hour or the Grille Room at \$125 for 3 hours and \$40 each additional hour. Ala carte service can be customized to your needs. Full day rental of the space is available at a rate of \$750/day M-F and \$1000/day Sa-Su-Holiday.

**OPEN BAR PRICING:** Pouring liquor, house wines, beer & soda \$10.00 pp 1<sup>st</sup> Hour: \$9.00 pp 2<sup>nd</sup> Hour: \$8.00 pp 3<sup>rd</sup> Hour: \$7 pp 4<sup>th</sup> Hour. Champagne Toast Add \$4.95 per person. Premium Bar Upgrade Add \$8.95 per person. All liquor, beer and wine to be supplied by Sunset Ridge with bartender service. Cash bar is available for any number of hours with a 1 hour minimum.

**DEPOSIT:** Upon receipt of the signed agreement and deposit, the room will be reserved for your group. Decorations cannot be nailed, taped, or stapled on the walls, fixtures or furniture. Bubbles, glitter, confetti or other destructive products are not permitted. Deposits are credited to the final bill on the condition that no damage is incurred to the Sunset Room during your event. Normal cleanup is included in the package, however, should excessive clean-up be necessary the deposit will be forfeited.

**GUARANTEE:** Seven days in advance of your event, you are required to confirm the guaranteed count of your event and the final menu. Any additions to the number of attendees should be done as soon as possible and will be subject to the availability of deliveries. You will be billed for guaranteed number or the actual number of attendees whichever is greater.

**PAYMENT:** The remaining balance is due on the day of the event and must be submitted in one transaction.

**CANCELLATION:** The event can be cancelled without penalty a minimum of 30 days in advance of the outing date. You will receive a full refund of your deposit. Cancellation at least 14 days prior to your date will receive a 50% refund of the deposit. Cancellation after that time, deposit will be forfeited.

**BANQUET FEE AND SALES TAX:** 20% Banquet Fee Will Be Added To All Food, Beverage, and Meeting Room Rental. This fee includes a gratuity for the staff. NYS Law Requires: Food & Beverage Tax is 8.0%. Tax-exempt groups must provide a copy of their tax exempt form.

**INDEMNIFICATION:** To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless Kless Myers Golf Management, LLC and Sunset Ridge Golf Club and their employees against all claims, losses or damages to persons or property, governmental charges or fines and costs, including reasonable attorney fees, arising out of or connected to your function.



This is a fillable PDF form. Please complete the form, go to File > Print > change the print location to "Save as PDF". You should then be prompted to choose a location to save the file. Select the location on your own computer or network and click Save. Attach the completed file to your email reply. Alternatively you can print, complete by hand to scan and return to us.

## Event Contract

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_ Time \_\_\_\_\_

### Contact Information

Primary Contact(s) \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Event Information

Expected Plate Count \_\_\_\_\_ (a guaranteed count is due 5 days out) Price per Plate \_\_\_\_\_

Organizer on-site Time \_\_\_\_\_ Food Service Time \_\_\_\_\_

Additional Comments

### Food and Beverage Service

Meal Includes

Beverage Service

Open Bar

Cash Bar

Bar Tab

Starts

Ends

Max. Amount

Additional Comments

### Signature

Signed \_\_\_\_\_ Date \_\_\_\_\_