



## **Banquet Agreement**

Date: \_\_\_\_\_ Facility: \_\_\_\_\_  
Event Type: \_\_\_\_\_ Client Name: \_\_\_\_\_  
Client Phone: \_\_\_\_\_ Client Email: \_\_\_\_\_  
Deposit: \_\_\_\_\_ Client Address: \_\_\_\_\_

1. This agreement is made between The Golf Course at Branch River (known herein after as Branch River) and the client named above.
2. A single entree is strongly recommended for all functions. If additional entrees are selected, the client must supply printed materials for identifying the entree choice of their guest. Branch River can produce the place cards for an additional \$2.00 per person. Branch River will provide a template for the client. The client must enter the names and entrees selected into the template. Branch River will then print place/name cards for the guests.
3. Functions held in our outdoor tent will be buffet service only. Plated entrees are not available in the tent or outside the normal banquet rooms. All Buffets will be served by Branch River staff to ensure portion control of food.
4. Final menu selections must be submitted at least four weeks prior to the date of the function to guarantee availability of the items desired. Entree tasting may be arranged through the Banquet Manager, and are at the client's expense. Two week's notice is required. Payment for the tasting is required the day of the tasting. The cost of this service is \$50 for 2 individuals, \$75 for 4 individuals and \$100 for 6 individuals; additional individuals are \$10 each.
5. A guaranteed reservation count is required seven days prior to the event. All billing will reflect this guarantee. However, should the number of guests attending be higher than the guarantee, you will be charged for the number attending. Branch River is not responsible for the service of more than 3% over the final guarantee.
6. All prices are subject to change without notice to meet economic conditions. Pricing can only be guaranteed 60 days prior to event. Market Price items will only be guaranteed 14 days prior to event. We will make every effort to guarantee all prices quoted.
7. All prices are subject to an 18% service charge and a 5% sales tax. State law requires that sales tax is charged against the entire bill, including the service charge.
8. All events require a nonrefundable deposit that will be applied to the final bill. However, in case of cancellation, Branch River will retain the deposit. Events cancelling within 60 days of the event 50% of the entire contract will be paid. If event is cancelled within 30 days of the event, 100% of the contract will be paid. Deposits required are as follows:
  - a. Events of 25 people or less \$150.00
  - b. Events of 26 people or more \$500.00
9. An additional payment of 50% of the contract is due within 45 days of the event. Payments accepted are cash, check, Visa, Master Card, Discover or American Express. Consumption based items for the event will be paid in full at conclusion of event and will include all applicable taxes and service fees, unless otherwise agreed upon in advance. A 1.5% per month interest rate will be charged to any invoices not paid within 30 days of event.
10. There is an \$800 minimum for private parties booked on a date when Branch River is normally closed, includes bar & restaurant (excluding service and tax).
11. If entire facility needs to be closed for your event, a buy-out of the dining room is required. A minimum food and beverage total of \$8,000.00 (excluding service and tax) will be required to close entire facility unless function is booked on a date the facility is normally closed. Then agreement 10 will be in effect.
12. Individuals or groups holding events at Branch River agree to be responsible for any charges and damages to Branch River property, grounds or equipment, and for the conduct of their guests. Under no circumstances are guests allowed onto the golf course or on the greens (with the exception of golfing events).
13. Branch River is not responsible for any damage or loss of articles or merchandise left in the club prior to, during or after a function. This also covers items that need to be returned to a florist or bakery or individual guest's belongings. This also covers items of decorations that have not yet been removed.



14. All details of decorating must be known in advance. Decorations involving tape to walls, tacks or nails to woodwork or any other damage to the building or grounds will not be permitted. Decorating for your event can begin at 8:00 am on the date of event. Decorating prior to day of event may be available if no other events are scheduled prior to your event and no guarantees are made that decorating prior to day of event will be possible. Decorations must be removed immediately following the conclusion of your event unless otherwise agreed upon. If the staff of Branch River must remove your decorations a fee of \$100.00 per hour with a one hour minimum will be charged. We are not responsible for the loss or damage of any decorations left after the conclusion of your event.
15. Rules of the association prohibit any groups from bringing prepared food or beverages onto the premises or on the golf course for consumption, other than wedding or celebration cakes. Celebration cakes can only be brought in from a licensed bakery. Proof of WI State Food License may be required prior to bringing in the baked goods. All food consumed on Branch River property must be purchased from Branch River. Health regulations prevent us from giving extra food for guests to take home. Under no circumstances may any remaining food or beverages be removed from the premises with the exception of the celebration cake.
16. All golfers will be billed at the same cost; there will be no discounts for members taking part in the outing.
17. The sale and service of alcoholic beverages are regulated by the Wisconsin State Liquor Commission.
  - a. Alcoholic beverages will be dispensed by a licensed bartender at all functions. A bartender fee of \$50.00 per bartender will apply. Groups over 75 require two or more bartenders.
  - b. All individuals or groups giving or sponsoring a party are advised that the sale or consumption of alcoholic beverages to persons under the age of 21 years is not permitted. We trust that neither you nor your guest will be embarrassed and will understand should an employee ask for identification before serving any guest. If any guest under the age of 21 years is consuming alcoholic beverages, they will be removed and authorities notified. You are responsible for any and all fines and fees associated with defending Branch River against such action.
  - c. Branch River reserves the right to refuse service to anyone who cannot provide valid proof of age or to anyone who appears intoxicated. No exceptions to this rule will be made.
18. To ensure the quality of food, it is important for your group to be present and seated at the agreed upon time. We cannot guarantee the quality of the food if your group is over 30 minutes late. Please advise Branch River immediately if your scheduled time changes and we will make every effort to accommodate your group.
19. All functions at Branch River are to end no later than Midnight unless otherwise noted. Events requesting to stay longer than midnight will incur a fee of \$250.00 per hour and event will end by 2:00 am. You are responsible for any and all fines, fees, charges or penalties associated with groups remaining on the premises after 2:00 am.
20. Any changes to the set up of the facility the day of the event will incur an additional labor charge of \$100.00.
21. Groups are responsible for the set up and break down of any rental chairs or additional items not normally offered for an event which are brought onto Branch River's property for outdoor events and ceremonies. If Branch River staff members are requested to set up and break down any additional items a minimum labor charge of \$100 per hour with a minimum of one hour per set up and one hour per break down will be incurred.
22. The use of aerosol foam string is strictly prohibited. Use of such materials will incur a \$250 clean up charge.
23. Room rental rates are to cover the costs of the set up, break down, linens and extra expenses needed for booking an event in one of our rooms. This fee is required for all events booked at Branch River.
24. The total liability of Branch River is limited to the amount of the event contract.

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**Please sign and return to The Golf Course at Branch River along with the deposit required to hold the date of your event. A photocopy of the signed contract and payment receipt will be mailed to the client.**

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I have read and agree to the terms as listed above.

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Client Signature

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Date

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Amount of Deposit Required