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# Banquet Function Information and Contract

BERWICK GOLF CLUB welcomes the opportunity to cater your event. Enclosed are sample menus for your consideration. Our Chef will be happy to custom design a menu to suit your individual needs upon request. Please call 570-752-6691 to schedule a meeting. Our club manager will also be happy to answer any questions and make any special arrangements you need for your special event.

## Billing Information

All non-members wishing to hold their event at the Berwick Golf Club are required to make a deposit upon confirmation of the date. This deposit will only be refundable up to 60 days prior to the date of your function. A room rental fee may apply depending on the nature of the function and will be determined at the time of booking. This fee is waived for members of the club.

***Deposit:*** Required for non-members at the time of booking.

***Final Payment:*** The remaining balance and all other charges including, but not limited to beverages, additional room charge, etc. shall be paid in full immediately at the conclusion of the function. Billing must be approved by the General Manager.

## Prices and Service Charges

All food and beverage prices listed are per person costs and are subject to an 18% gratuity and a 6% sales tax (food only). Prices are subject to change and therefore cannot be guaranteed for more than 60 days prior to the function. If a function runs over 5 ½ hours, then a labor charge will be added as follows: \$200.00 per hour (or any part thereof). Any payment with a credit card will be charge a 2% processing fee. For use of linens other than our standard colors, a linen charge will be applied according to the amount needed for your function.

## Guarantees

Menu selections are requested thirty (30) days prior to your function. Confirmation of the number of guests is required seven (7) days prior to the function. The club will consider this to be a minimum guarantee and will set up for 5% over this number. If no guarantee is given, the expected number will be charged or the actual number served, whichever is greater.

# Beverage Service

The sale and service of all alcoholic beverages is regulated by the PA Liquor Control Board and the BERWICK GOLF CLUB is responsible for the administration of those regulations. It is a policy therefore, that no alcoholic beverages be brought into the club. In addition, we encourage all guests to drink responsibly, and we will serve no alcoholic beverages to anyone who appears to be intoxicated or under the age of 21 years.

# Outside Professional Services

It is recommended that in dealing with outside contractors (florists, entertainment, audio-visual, etc.), the club be advised of the name, address, and phone number no later than thirty (30) days prior to the function. This will enable us to coordinate with them and to communicate club policies and procedures.

# Responsibilities

The Host/Engager is responsible for their guests' behavior and actions and will be liable for all damages to the Club or Club Property during the function. Furthermore, the Berwick Golf Club is not responsible for lost or stolen property.

# Agreement

I agree to the above terms and information. If known, attached menu selections will be circled on the following pages. My event is scheduled for \_\_\_\_\_. A deposit of \$\_\_\_\_\_ is given to secure this day and will be applied to my total invoice amount.

\_\_\_\_\_  
Customer Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Berwick Golf Club Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date