



Banquet Policy Agreement

Thank you for having your event at the PohlCat Championship Course! Please read the following agreement carefully before signing. This contract is binding to all the terms and conditions set forth.

MENU

To ensure availability of chosen items and delivery of product by our vendors, menus must be finalized three weeks in advance of function.

FOOD AND BEVERAGE

All food and beverages must be purchased through Pohlcat with the exception of special event cakes (service fees may be applied). No food will be brought in or taken off the premises.

All alcoholic beverages must be purchased from Pohlcat as it is a law in the State of Michigan.

All buffets are designed to provide service for up to 1 ½ hours.

GUARANTEE

A final guarantee is required 10 business days prior to function. You will be charged for the actual number or the guarantee, whichever is greater. If no guarantee is received within the 10 day period we will consider the last number given to be the guarantee number of guests. This guarantee must be within 15% of your estimated count. Pohlcat reserves the right to renegotiate the contract if the guarantee decreases more than 15%. Once we have a guaranteed number, we will be prepared to serve this guest count plus an additional 5%. Pohlcat reserves the right to substitute other available food and services if the actual number of attendees exceeds the guarantee plus 5%, or when the guarantee number is received less than 5 business days prior to event.

PRICING

Prices are guaranteed 90 days prior to the date of the event. All prices are subject to 6% Michigan sales tax and 18% service charge unless the price quoted is inclusive.

DEPOSIT

A deposit will be required to hold function space. This deposit is refundable for 14 days from the date the deposit is placed. After that date the deposit is non refundable. Deposits for events booked within 30 days of the event are also non refundable.

PAYMENTS

Corporate Credit arrangements must be arranged 30 days prior to the event for open account billing.

Unless credit arrangements have been previously made, payment of 75% of the estimated cost must be made 10 days prior to the event. Payment in full is due at the end of the function or a credit card provided in advance unless direct billing has been established. Payment of direct billing is due 10 days after receipt of invoice. 2% per month will be added per month to unpaid balances.

CANCELLATION

The client shall provide notice of any cancellation in writing. The deposit is only refundable if cancellation is called 14 days for date deposit is received; if it is received after that date the deposit is non- refundable. Deposits for events booked within 30 days of the event are non-refundable. Any function cancelled within 30 days of the event will be subject to 50% cancellation fee based on the total cost of the event.

LIABILITY AND DAMAGES

Pohlcat reserves the right to inspect and control all private functions. The property's security staff oversees all functions. If additional security is necessary for your function, arrangements will be made for private guards to be hired at the customer's expense. Liability for any damage to the premises will be charged to the sponsoring organization. The party in charge of the function is responsible for the conduct of all those who attend.

Smoking is not permitted in any part of the Pohlcat Clubhouse.

Pohlcat will not assume responsibility for the damage or loss of any merchandise or articles left on the premises prior to or following function(s). This includes decorations brought in by the client.

ENTERTAINMENT / CLOSING

Musicians, orchestras, florists, photographers, etc. may be booked by the client and will be solely their responsibility. If entertainment groups are to be included in your guaranteed meal count, please advise Pohlcat 5 business days prior to event.

All bands must finish their last set by 11:30 p.m. The banquet room must be emptied by midnight. Last call will be given on all cocktail service no later than 11:20 p.m. with all bars closing by 11:30 p.m. Pohlcat reserves the right to control all functions held on the premises, and to discontinue service of alcoholic beverages at any time if it is determined by management it is in the best interests of staff and/or guests to do so.

ALCOHOL POLICIES

Pohlcat abides by all federal, state, and local health and liquor control laws. Pohlcat will require proof of legal drinking age before serving alcohol to any guest. Consumption of alcohol by any person under the age of 21 will be grounds for immediate termination of your function. Excessive alcohol consumption by anyone will not be tolerated and will lead to their removal and or closing down the function. Any abusive or disruptive behavior, damage to facility or equipment, may be grounds for immediate termination of the event as determined by Pohlcat management.

DECORATIONS

All rooms will be available two hours prior to your start time for decorating unless other arrangements are made in advance. Affixing anything to the walls, floors, columns or ceilings in any function room is not permitted. Our banquet staff will be happy to hang banners for you in certain locations at no additional charge. Confetti, pins, stick pins, duct tape, and glue are not permitted. Any damages that occur will be the responsibility of the customer and charges may apply. All decorations must be removed within one hour after the end of event.

OUTDOOR FUNCTIONS

In the event of inclement weather, or the threat of inclement weather as broadcast by the National Weather Service, we reserve the right to move the function indoors, space permitting. The decision to move an outdoor function indoors will be made by Pohlcat management at least 3 hours prior to function's starting time.

COLLECTION COSTS

Client agrees that in the event litigation or court action is commenced or Pohlcat incurs costs or attorney fees to collect fees due from client, the client will be responsible for all actual costs and attorney fees incurred regardless of the outcome of such litigation or court action. A late fee of 2% per month will be imposed upon all amounts after each thirty (30) day period.

EXCUSED NON-PERFORMANCE

If Pohlcat is unable to perform its obligations under this agreement for reasons beyond its control, including, but not limited to, strikes, labor disputes, accidents, power outages, weather, government requisitions, restrictions or regulations on travel, facility operations, mechanical failure, commodities or supplies, acts of war or acts of nature, such non-performance is excused and Pohlcat may terminate this agreement without further liability of any nature, upon return of the patron's deposit. In no event shall the Pohlcat be liable for consequential damages of any nature for any reason. If the space reserved hereunder is not available for the event, Pohlcat may substitute other space, similar or comparable, and the patron will agree to such substitution. In any event, Pohlcat will not be liable beyond the amount paid for the use of the rooms herein reserved.

Room: _____ Rental Fee: _____

Type of Payment: _____

By signing this agreement, the customer agrees to all terms contained herein.

Customer: _____ **PohlCat Representative:** _____

Print Name: _____ Manager: _____

Signature: _____ Today's date: _____

Function Date: _____ Phone number _____