

GENERAL BANQUET INFORMATION & EVENT CONTRACT

Sapphire is proud of its beautiful facility, grounds, and excellent food. You have our assurance that our staff will always be professional in their demeanor and appearance and your day will be as important to us as it is to you. The following information will help you make your event wonderful. Please read this carefully as this is your contract.

The guarantee for your final guest count, final menu arrangements, payment in full, and serve time is due no later than 10 days prior to your event. In the event that a signed guarantee is not received at least 10 days prior to event, Sapphire reserves the right to consider the event cancelled and retain any deposit monies.

_____ Initial

Sapphire will prepare 10% additional food in the event that your actual guest count exceeds your guarantee. Be advised that you will receive an additional bill at the contracted price plus 20% should this occur.

_____ Initial

Sapphire reserves the right to event location based on your guest count and weather conditions. A 50% deposit is due at booking. This amount is non refundable.

_____ Initial

Sunday. 100 guest minimum for Saturday. The use of the Sapphire facility requires a minimum guest count of 100 adults.

Policies:

- All requests for decoration, equipment, entertainment, etc., must be approved by Sapphire. Client decor may not be attached, taped, or stapled to any wall or furnishings. Open flames are not permitted. Candles must be dripless and enclosed in glass chimneys and approved by Sapphire. Glitter, confetti, birdseed, or rice are not permitted anywhere on the property. Smoking is prohibited in all indoor areas. Decorating times will be based on timelines for other events, but will be at least 1 (one) hour prior to event.
- All entertainers must provide Sapphire with a Certificate of Liability Insurance 30 days prior to event and should provide their own extension cords.
- Any damage to Sapphire caused by clients, their guests or outside contractors is the sole responsibility of the client and/or their responsible party.
- No outside alcohol or beverages are permitted without prior approval and any allowed beverages will be subject to a corkage fee.
- Any alcohol brought on premises may result in termination of event.
- All food and beverage is subject to applicable sales tax and 18% gratuity.
- All events are scheduled for 5 hours with an additional charge of \$200.00 per hour, with one hour minimum. This is subject to availability.
- At no time shall Sapphire property or parking lot be closed to golfers or diners.

I have read and understand the above information and I agree to its terms and policies.

Signature Date _____

Event Date Event Time _____