

Kings Country Club
Banquet Agreement/Contract



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Member/Sponsor Name -

Member #: _____

Member Contact Info -

Event Name -

Date -

Member Signature _____

Thank you for considering Kings Country Club. Whether you are planning a business meeting, golf tournament, birthday party or wedding reception, you are sure to find a menu to satisfy your needs and please your palate.

Kings Country Club has a variety of appointed rooms to serve as the backdrop for your special occasion or business meeting. When you need a special setting for your next event, choose the Club that is committed to charm, tradition, and excellence, Kings Country Club.

For further information, please contact **Carla Reid** at **559-582-0740 ext. 2155** or Email at (**cafe_events@kingscountryclub.net**).

All Club events are limited to a capacity of 250 persons.

Private Function Agreement/Contract

Dress Code

It is the Client's responsibility to inform attendees of the regulations so they will adhere to the dress code or risk being denied entry to the club. The dress code will be enforced at all times while on the Kings Country Club.

The dress code is applicable to all members, guests and children while on the Club's premises. Club members shall be responsible for their guests' adherence to the dress code at all times. Club personnel shall be expected to know the dress code and assist with enforcing its provisions by promptly informing Club members of any violation(s) by any member(s) of their party. Guests shall not be directly approached about violations unless they are using the Club unaccompanied by a member.

Men may wear denim jeans, slacks, and shorts that have a minimum of a six (6") inseam. Mock turtleneck, turtleneck or collared shirts are required. Ladies may wear denim jeans, tailored pants, skirts, dresses, and shorts that are not shorter than mid-thigh in length. Sleeveless tops with collars are permitted. Any top without a collar must have sleeves. Short shorts, tube/halter/tank tops, or bare midriff tops are prohibited. All men's and ladies denim fabric must be hemmed, no holes or frayed material.

Hours of Operation

Kings Country Club is flexible in scheduling the times and duration of events. There is an additional charge for events lasting more than six hours. All indoor music must end by midnight. Functions with music outside must also conclude by midnight.

Reservation Fee and Deposits

A reservation fee of \$800.00 minimum is required to secure the date and space for the event. No event date is secure until the reservation fee is paid. We will not hold dates, nothing is guaranteed until the reservation fee is paid.

Additional deposit may be paid towards the event up to one (1) week before the event.

The reservation fee and deposits (if applicable) will be deducted from the final charges of the event.

Payment Terms

All charges incurred during the event or any other outstanding balance is due within four (4) business days of the event, payable by check, cash, Visa, Mastercard or American Express. Returned checks are subject to a \$75.00 fee. After the 4th day, an additional 5% will be added to the cumulative total every seven (7) days until the bill is satisfied. Any additional charges during the event must be paid within four (4) business days of the event.

Cancellations

Reservation fees are non-refundable unless a written cancellation notice is given ninety (90) days prior to the event date. Cancellations less than 90 days out are subject to forfeited reservation fee *and* other cancellation fees based on the Club's expenses and ability to re-book the date. For weddings and other significant social events, a minimum of one hundred, eighty (180) days written notice is required for full refund.

Confirmation

A guaranteed confirmation of attendance is required no less than two (2) weeks before the event. Once given, this guarantee number cannot be reduced. If this guarantee is not received, the original estimated number will be used and Kings Country Club cannot assure accommodation if the final count exceeds 5% of the original estimate. If your final count is more than 5% greater than the guarantee prior to the event, an additional 25% increase per meal will apply to all meals above the number guarantee. If your final attendance is greater on the day of the event, a 50% increase per meal above the number guaranteed will be applied. Total charges are based on actual head count or the guarantee number, whichever is greater. This is a financial commitment and is not negotiable.

Contract

Once the reservation fee is received, planning for your event will proceed through scheduled meetings between all interested parties and a Club representative. Once all the details are finalized, a contract itemizing the food and beverage arrangements, room charges, service charge and sales tax, etc. will be given to the host. Once reviewed, the host will sign and mail, email or fax a copy of the contract back to the Kings Country Club. Any adjustments or changes made after going to contract requires approval by Kings Country Club and may result in additional charges.

Weddings

A wedding ceremony may be held at the Club. All candles must meet Fire Department Regulations. Please check with Club Management as to the specifications. The Club must grant permission for the placement of any flowers or decorations inside or around the clubhouse (e.g., stairwells or front entrance) except for the actual function room that has been booked.

Food/Gratuities

Although Kings Country Club will make every attempt to honor menu prices set at the time of contract signing, the Club cannot guarantee prices more than thirty (30) days prior to the event due to fluctuating wholesale market prices. The **current California sales tax and 18% gratuity** will be added to the sales total.

All food and beverages served must be supplied by Kings Country Club. The only exception is a celebratory food item such as a wedding cake, but only if prepared by a licensed food vendor. You are most welcome to work with the bakery of your choice. Please ensure that your baker delivers and sets up in a timely and professional manner. A flat cake cutting fee of \$1.00 per person (consistent with the guaranteed attendance) + tax will be applied.

No leftover food may be removed from the premises. All food sold is for on-property consumption only, in accordance with county and state health code.

No leftover food may be removed from the clubhouse.

Conduct, Damage & Theft

The Club expects all guests to conduct themselves in keeping with the environment of a country club. The Client is responsible for assuring that guests conform to the Club's code of conduct or risk being expelled from the event. Kings Country Club and its employees reserve the right to refuse service and/or remove individuals from the premises who may jeopardize their safety, the safety of others, or are destructive to the property.

The cost of repairing or replacing any Club property broken or damaged or removed by a guest of the banquet function will be charged to the member or designee responsible for payment.

Kings Country Club will not assume any responsibility for any loss or damage of any merchandise or articles left at the club prior to, during or following any function. Unless otherwise arranged, items left behind will be discarded after three days.

Alcohol Policy

Alcoholic beverages may not be brought in or removed from the Club. Kings Country Club adheres to the rules and guidelines outlined by the State of California Alcohol Beverage Commission. Neither the Club nor its staff will serve alcoholic beverages to individuals under the age of 21. Management will monitor alcoholic beverage consumption and reserves the right to intervene, if necessary, to stop service and/or remove a guest from the premises. The Management at Kings Country Club reserves the right at its discretion to terminate service of alcoholic beverages to any individual at any time. Club service personnel must handle all alcoholic beverage service. For all functions that require a bartender, a setup fee of \$200 will be charged.

Function Room Capacities

Some areas of the Club, mainly the **café and bar area** are for the **explicit use of our members. Non-Members and Private Function guests are not permitted to those areas.** The capacity of each room may change depending upon equipment, such as buffet tables, displays, etc.

Ballroom (without dance floor)	160
Ballroom (with dance floor)	140
Partial Ballroom	Under 100
Outdoor (Lawn Area)	250

***Parties with more than 150 guests will have additional charges for chair and table rentals.**

Facility Fees (Sunday – Thursday All Day & Weekend Lunches):

Ballroom (100+)	\$750	___
Partial Ballroom (99 or Less)	\$300	___
Patio	\$100	___

Facility Fees (Friday & Saturday Evenings):

Ballroom (100+)	\$1500	___
Partial Ballroom (76-99)	\$800	___
Private Luncheon/Dinner (75 or Less)	\$300	___
Outdoor	\$1000	___

*Standard linens, China, glassware and silverware are included in the facility fees for parties of 150 or fewer guests; **ADDITIONAL FEES APPLY TO LARGER PARTIES AND TO ITEMS LISTED ON FOLLOWING PAGE.**

*Prices subject to change

Kings Country Club shall not be liable for its failure to perform this agreement if such failure is due to an act of God, strike, fire, flood, weather, or any other cause beyond its control, whether similar or dissimilar from the causes enumerated. This agreement shall be construed and interpreted in accordance with the laws of this State and both parties submit to the jurisdiction of the Courts of this State in connection with any dispute arising under this agreement.

Acknowledgement

Your signature on our Banquet Contract constitutes acknowledgement that the foregoing conditions have been read, understood, and that you agree to comply with said conditions.

Kings Country Club Events Pricing

Item	Price	Quantity	Total
Reservation Fee (Non-Refundable)	\$800	_____	_____
Security Guard (mandatory for events of 100+)	\$200	_____	_____
Bar Set Up/Minimum	\$200	_____	_____
Hosted Domestic Keg	\$375	_____	_____
Hosted Import Keg	\$425	_____	_____
Extra Hour Overtime (After Midnight)	\$200	_____	_____
Dance Floor (12X12)	\$300	_____	_____
Specialty Linens (Floor Length Tablecloths)	\$15	_____	_____
Table Skirting	\$15	_____	_____
Cocktail Tables	\$9	_____	_____
White/Black Plastic Folding Chairs	\$1	_____	_____
White/Black Resin Folding Padded Chairs	\$3.50	_____	_____
Champagne Flutes	\$.50	_____	_____
Irish Coffee Mugs	\$.50	_____	_____
Additional Guest Setting *10" plate- 4" plate- Knife, dinner fork, salad fork and goblet	\$2.25	_____	_____
Wine Glasses	\$.50	_____	_____
Additional Tables (5' and 6')	\$9	_____	_____
Grand Total		\$	_____