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EVENT CONTRACT/DEPOSIT FORM

Primary Contact: _____

Phone: _____ Fax: _____ Email: _____

Name of Company or Event: _____

Date of Event: _____

Start Time: _____ Tee Time: _____ End Time: _____

Number of Guests: _____

Buyout: _____ Total Cost: _____ Deposit Amount: _____

Credit Card Number: _____ Type: _____

Name as it Appears on Card: _____ Exp: _____

Signature of Cardholder: _____ Date: _____

Deposit: A 25% deposit is required at time of booking to guarantee a date and time. A \$5,000 deposit is required on any event that is a buyout of the location for 4 hours. A deposit is transferable to any available date and time within 1 week of scheduled event. Remaining balance is due in full at the conclusion of the event.

Guarantee: A guaranteed number is required 48 hours prior to the event. You will be charged by the guaranteed number or the number served, whichever is larger. The Green at Grant Park is not responsible for service to more than 5% over the guaranteed amount.

Gratuity: There will be a 20% gratuity for food and beverage.

Service Charge/Golf: There is a \$5.00 service charge per person for use of the golf course.

Hospitality Tents: Prices are available upon request

Special Request: Any special requests that can be accommodated by our facility will be fulfilled but any expense or cost will be absorbed by the individual(s) responsible for the event.

Cancellation Policy: A full refund will be made if the event is cancelled two weeks before the event is to occur.

Rain Date: Consultation between the Green at Grant Park and the host of the event must both agree on inclement weather and can reschedule the next available date. If no rescheduled date is agreed upon the deposit MAY be refundable if no cost has been incurred by the Green at Grant Park.