



Fairview Mountain Golf Club 2018 Wedding Information and Agreement

Banquet Menu Agreement

The following agreements and information has been established to help ensure that your function will run as smooth as possible. The Fairview Mountain Golf Club (FMGC) Staff wants to provide you with excellent food and exceptional service. These agreements and information will help us to achieve these important goals. Your full cooperation in the following matters will also aid in the success of your event. All cancellations must be in writing or e-mail.

Menu Arrangements

Menus are to be finalized one (1) week prior to your event. _____ At that point, you will receive a copy of your event menus on which you may make additions and /or deletions and return it to us with confirming signatures. FMGC requires the host to pay 50% of the total estimated cost of the function twenty-one (21) business days prior to the event and the remaining balance to be paid on the day of the event. A credit card number is held on file to process the remaining balance. _____

Meal Guarantees

A guaranteed number of guests are required one (1) week prior to the event. In the event that no guarantee is received, the original contracted number will be charged or the actual number of guests served, whichever is greater. The guaranteed number is not subject to reduction within 72 hours. Fairview Mountain Golf Club will prepare 5% over the guaranteed number up to the maximum capacity of the room.

Room Capacity

The total number of guests that can be in the clubhouse at one time is 120. Fire and safety regulations do not allow us to exceed this number.

Room Charges

Room charges are dependent on the time of year and the extent that the Clubhouse is needed. To rent out the entire Clubhouse Restaurant there will be a buyout fee of \$1,500. A buy out of the Clubhouse Restaurant is necessary for all parties larger than 50 people. This means that the entire restaurant will be closed for your event. This includes basic setup and breakdown of your event. Functions

held at FMGC on a Saturday or holiday from May 1 to September 30 are subject to a Food & Beverage minimum of \$4,000. This is pre-tax and pre-serving charge, and does not include the outdoor wedding site.

Ceremony Charges

To hold the wedding on our patio the cost will be \$500.00. This is additional charge for all setup and clean up that will start earlier in the day.

Deposits

Once you are sure of the date of your event, a \$500 non-refundable deposit is required to guarantee the date and space for your event. Please keep in mind that these deposits are non-refundable and will be applied to your final bill. We accept Visa, MasterCard, American Express, Certified Cheque, Debit or Cash. An NSF cheque will constitute a termination of the contract.

Banquet Gratuity Service Charge and Taxes

All hosted food and beverage services are subject to a 18% gratuity and 5% Goods & Service Tax (GST). All applicable taxes are subject to change based on Federal and or Provincial tax laws.

Food & Beverage

The **BC Liquor Board** regulates the sales and service of alcoholic beverages. FMGC is responsible for the administration of these regulations. It is FMGC policy; therefore, hard liquor and beer cannot be brought into FMGC from outside sources. The provincial liquor act allows for any individual or group to bring in wine or champagne. A corkage fee of \$12.50 will be charged per bottle. FMGC Liquor License is valid until midnight, therefore last call will be performed at 11:45pm. Total building evacuation, including serving staff, is 1:00 am. Due to license restrictions, there will be NO exceptions to these regulations. Any event closing after its scheduled departure time as stated on FMGC itinerary will be subject to an additional \$250.00 per hour labor charge (plus applicable taxes and service charge) for any hour or fraction on an hour.

Menus

Menu pricing is subject to change prior to confirmation and agreement of menu.

Decorations and Music

All decorations and music must be discussed with FMGC. A SOCAN Music License fee of \$80.00 will be charged for Band and/or DJ service. Bands and DJ's must be contracted out by the guest.

Banners, Signs, and Displays

FMGC will not permit the affixing of anything to walls, floors, or ceilings of the rooms by use of nails, staples, pins, tape, or any other substance unless approval is given by FMGC.

Linen

Fairview supplies all white napkins and table cloths for your event at a cost of \$1.00 per guest.

Damage

The host is responsible for all guests and any damages that may occur to FMGC.

C/C# _____ Exp _____

Proposal of Approximate Costs

When planning your event, we will send out a proposal of costs at your request. This proposal is an estimate and may differ from the final bill depending on the final number of guaranteed guest and menu changes. Please note the prices are subject to seasonal change. Evening events are based on rental from 5:00pm to 1:00am last call will be at 11:45pm. Absolutely no alcohol will be served after 12:00am. The host is to ensure that all guests have safe rides home. Any cars left over night will be locked inside our gates until the following morning. Please set up a time for gates to be opened if your event falls outside of our golf season. FMGC is not responsible for any damage and/or loss of property.

Payment

Payment is due in full on the day of your event. Any other arrangements must be made with FMGC in advance. Any account receivable must be paid within 7 working days following the event. We accept Visa, MasterCard, or American Express, Certified Cheque, Debit or Cash.

I understand and will comply with all of the above agreements and information.

First Name:	_____	Last Name:	—	—	—
Phone Number:	_____	EMAIL:	—	—	—
Event Date:	_____	Estimated Attendance:	—	—	—
Client:	_____				
Client Signature:	_____	FMGC Signature:	—	—	—
Date:	Date: _____		—	—	—
Client Contact:	_____	FMGC Contact:	—	—	—
Client Number:	_____	C/Card#	_____	Exp	_____