

Wedding & Event Contract

2010

This Agreement made this ___ day of _____, 2010 between Springbank Links Golf Course Ltd. ("Springbank") and _____ (the "Host") hereby reserves the below date and outlines the particulars to accompany your event booking at Springbank. The Host hereby agrees to comply with the following policies, schedules and procedures.

1.0 DEPOSIT

1.1 A \$500 deposit is required to guarantee your reservation. The deposit is non-refundable.

Date paid:	via:	Received by:
Credit card #:		Expiry:
Cardholder signature:		

1.2 Payment for the balance is due upon receipt of invoice(s).

2.0 GUARANTEED NUMBERS AND MINIMUMS

2.1 21 days prior - estimated number of guests.

2.2 10 days prior - guaranteed number of guests. Springbank's wedding & event coordinator must be notified of the guaranteed number of guests attending the event no later than 10 days prior to the event. If a guaranteed number is not received 10 days prior, the 21 day estimated number will be considered your guaranteed number.

3.0 CANCELLATION

3.1 Cancellation notice must be received in writing. If at least four weeks notice is given, Springbank will apply deposit towards re-booking an alternative date for a group of equal or greater size within a year from cancellation notice. Otherwise, your deposit shall be forfeited.

4.0 PAYMENT

4.1 There is a minimum \$2,500 charge to host a wedding at Springbank. The minimum includes meals, hors d'oeuvres, pre-ordered beverages and room charge. It does not include GST or gratuity.

4.2 The Host shall pay for the guaranteed number or actual number served, or the \$2,500 minimum, whichever is greater.

4.3 Full payment must be received three days prior to the function. Any additional charges, such as bar tabs, late menu additions or extras added will be due 15 days following the event.

4.4 The valid credit card number and the cardholder's signature in Section 1.0 of this agreement shall authorize Springbank to charge any overdue balances to the card plus 5% if payment has not been received in full 15 days following the event.

4.5 Payment(s) may be made by cash, cheque, Visa, MasterCard or debit.

5.0 PRICES

5.1 Menus selected over 60 days in advance are subject to change due to the volatility of costs in the market place, but shall be held to a maximum increase of 10%. Menu prices are guaranteed 60 days prior to the event.

5.2 A gratuity of 18% is in addition to all menu and host bar prices and will be added to the final invoice. For host tabs, the service charge will be calculated on totals before discount.

5.3 GST is in addition.

6.0 ROOM CAPACITY AND FEE

6.1 Springbank has two separate clubhouse wings to choose from depending on preference, group size, availability and time of year.

6.2 Capacity

	THE EVENT CENTRE	THE GALLERY
Banquet (sit-down dinner)	175	60
Cocktail reception (mingling style)	250	125

6.3 Room Fee (either room) Members \$100 Non-Members \$250

6.4 Late charges – a late charge of \$100 for every 30 minutes the meal is delayed past the agreed upon serving time will apply. This is to ensure food quality and staff scheduling.

7.0 CEREMONIES

7.1 Springbank can accommodate full ceremonies in the off-season of golf (October through April). During our golf season (May through September), ceremonies may start 4:30pm or later due to golf traffic and may be limited to size and location. We are happy to discuss the options available for your day.

7.2 Ceremonies may be performed on our Gallery deck overlooking the Bearspaw Reservoir, the Bow Valley corridor and the City skyline (max. 100), or our small deck overlooking the 18th green and the Rocky Mountains (max. 60). We can also accommodate ceremonies on the manicured grass beside the lower putting green (100 – 250 guests; chair rental required by the host).

7.3 Ceremony cost is based on location:

18 Green Deck - \$300 **THE GALLERY** Deck - \$400 Manicured Grass - \$500

8.0 PHOTOGRAPHY

8.1 Picturesque areas around the Clubhouse and on the golf course may be used for your wedding party pictures provided the location is first approved by Springbank for safety, avoidance of environmentally sensitive areas and to prevent disruption of play.

9.0 REHEARSALS

9.1 Rehearsal dinners and/or ceremonies may be arranged no less than 2 weeks in advance of event date and are subject to availability. There is no room fee for a rehearsal.

10.0 FOOD & BEVERAGE SERVICE

10.1 Springbank Links shall be the sole supplier of all food & beverage requirements with the exception of wedding cakes.

10.2 As per AGLC regulations, no alcoholic beverages will be served after 1:00am.

10.3 Springbank reserves the right to refuse service to any one who appears to be intoxicated or cannot provide proof of age.

10.4 The Host accepts responsibility to arrange transportation for any participant(s) who does not drink responsibly and are assumed to be over the legal alcohol limit to drive a motor vehicle on or away from the premises of Springbank Links Golf Course.

10.5 Due to health and safety regulations, the club prohibits the removal of any food & beverage items following the event (the only exception being wedding cakes).

10.6 Any liquor or wine that you do not see on our beverage menu or wine list but would like to order for your event should be brought to the attention of our wedding & event coordinator at least three (3) weeks prior to confirm price and ensure delivery.

10.7 Special meals due to dietary restrictions must be requested at least 10 days prior.

10.8 Suggested hors d'oeuvres quantities are based on an average adult allotment for appetizer servings. Hors d'oeuvres do not constitute a full meal.

11.0 WE PROVIDE

11.1 Wedding coordinator

11.2 Parking

11.3 Coat room and/or rack

11.4 Podium, wireless microphone, background music system in Clubhouse (Note: all exterior sound systems must be prearranged)

11.5 Cake table, guest table, book table, gift table & DJ table

11.6 Ivory and/or white table cloths with burgundy napkins

1 1.7 Table skirting - silky black

1 1.8 Springbank is happy to outsource other preferences or needs you may have (exterior sound system, alternate table cloths, napkins, chairs, glassware, etc.) for the rental and delivery cost, plus 15%, or you are welcome to make your own arrangements.

1 1.9 (1) 84" projection screen, (1) 70" flat screen and (2) small screens for DVD/laptop presentations in the Event Centre; (2) 52" LCD flat screens available in **THE GALLERY**.

1 2.0 DECORATING

1 2.1 Decorating is allowed in the morning of the event, or earlier if approved by Springbank Links.

1 2.2 No tacks, pins or tape are allowed on walls but are permitted in wooden frames around windows and doors. All tacks, pins and tape must be removed by the Host.

1 2.3 Candles with enclosed flame are permitted; open flames are prohibited.

1 2.4 Equipment & decorations must be removed immediately following your function unless otherwise approved by Springbank.

1 2.5 Confetti, table confetti, rice and decorative glitter of any style is strictly prohibited. A minimum \$200 clean-up charge shall apply if any is used on the property.

1 3.0 DJ/BAND

1 3.1 DJ/Band may set up on the day of the event, or earlier if approved by Springbank.

1 3.2 Dance music shut down by 1:30am.

1 4.0 CLUBHOUSE GUIDELINES

1 4.1 Premises to be vacated by 2:00am.

1 4.2 Springbank does not assume responsibility for any personal property or rental equipment brought in or left behind.

1 4.3 Any theft or damage to Springbank property, including but not limited to: buildings, furniture, fixtures, small wares, equipment, carts and/or lands shall be payable by the Host unless the guilty guest(s) settle directly with Springbank.

1 4.4 Additional cleaning charges will be applied if excessive cleaning is required.

1 4.5 Springbank Event Centre and The Gallery are smoke-free; smoking is permitted outside. Ash cans are provided on deck and patio.

1 4.6 All children must be under parental supervision at all times.

15.0 IN AGREEMENT,

SPRINGBANK LINKS GOLF COURSE

and -

ORGANIZER'S NAME – PLEASE PRINT

SIGNATURE

(wk) _____ (cell) _____
PHONE

FAX

EMAIL

MAILING ADDRESS

POSTAL CODE

Thank you for considering us for your special day! Please call anytime to arrange a personal tour of our facilities 403.202.2331 or email our Event Director, Dorianne Bamber, at dorianne@springbanklinks.com

16.0 SUMMARY

GROUP NAME: XXXX
EVENT TYPE: XXXX
EVENT DATE: XXXX
ROOM: XXXX
START TIME: XXXX
ROOM SET-UP TIME: XXXX

PRICE & OPTIONS:

Menu selection(s) \$ _____ per guest
Action station selection \$ _____ per guest
Dessert selection \$ _____ per guest
Pre-ordered cocktails \$ _____ per guest
Gratuity (18%) \$ _____ per guest
Other (1) _____ \$ _____ per guest
Other (2) _____ \$ _____ per guest
Other (3) _____ \$ _____ per guest

SUB \$ _____ PER GUEST

GST \$ _____ PER GUEST

TOTAL: \$ _____ PER GUEST

TYPE OF BAR (CHECK)

HOST **SHARED** **DRINK TICKETS** **CASH BAR**

17.0 SPECIAL REQUESTS

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SPRINGBANK
GOLF CLUB