

**SPRINGBANK LINKS GOLF CLUB**  
**WEDDING & EVENT CONTRACT**  
2012

This Agreement made this \_\_\_ day of \_\_\_\_\_, 2012 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 shall hereby agree to comply with the following policies, schedules and procedures and Springbank shall hereby honor the terms set forth.

**1.0 DEPOSITS, BOOKING & DAMAGE**

**1.1** A deposit of either \$500 or \$1,000 (the ‘Deposit’) is required to hold and guarantee your reservation. The higher amount of \$1,000 is based on the optional Groom’s Golf Perk – please see Section 12.0). The Deposit is non-refundable as explained in below Section 3.0.

**1.2** The Deposit shall be credited to your final bill, unless needed to cover any damage related directly to your event.

Deposit Amount:		
Date paid:	via:	Received by:
Credit card #:	Expiry:	
Cardholder’s signature:		

**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 Wedding 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 and be the minimum number invoiced for. Any additional guests to this number must first be approved by Springbank.

**3.0 CANCELLATION**

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

**4.0 PAYMENT**

**4.1** There is a minimum F&B expenditure of \$2,500 to host a wedding at Springbank. This minimum may include: meals, hors d’oeuvres and/or beverages, but does not include the GST, gratuity or any room or ceremony fees.

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

**4.3** Payment is due 15 days following the event. The valid credit card number and the cardholder's signature in Section 1.0 shall hereby authorize Springbank to charge any overdue balances to the card. Any payment outstanding after the 15 day period shall be charged an additional 5%.

**4.4** 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 CAPACITIES & COSTS (RECEPTIONS & EVENTS)**

**6.1** Springbank has two (2) separate clubhouse wings to choose from depending on preference, group size, availability and if a ceremony location is required (ceremony information is below in Section 7.0). Multiple locations may be rented for one event.

**6.2** Room capacities & costs for either a banquet (sit-down dinner) or a mingling-style event (cocktails & hors d'oeuvres/appetizers) are as follows:

	<u>Capacity</u>	<u>Non-Members</u>	<u>Members</u>
<b>EVENT CENTRE</b>	180 (Banquet)	\$500	\$300
	225 (Mingle)	\$500	\$300
<b>THE GALLERY</b>	60 (Banquet)	\$750	\$500
	180 (Mingle)	\$750	\$500

**6.3** Late charges – \$100 for every 30 minutes a banquet meal is delayed by the Host (from the agreed upon serving time) will apply to ensure food quality and cover scheduled staff.

### **7.0 CEREMONIES**

**7.1** Ceremonies may be performed in the following private areas:

**THE GALLERY** – A truly unique room featuring 25 foot vaulted pine ceilings, hand-crafted timbers, forged iron work and floor-to-ceiling windows with outstanding views overlooking the front nine, Bow River Valley, Bears paw Reservoir and the City skyline (max. 175 guests).

**THE GALLERY DECK** – huge deck with hand-carved railings, same picturesque view! (180).

**18TH GREEN DECK** – overlooking our finishing hole, the back nine and the Rockies (60).

**MANICURED GRASS AREA** – a flat green space beside by the lower putting green (225).

Following the ceremony, cocktail hour and/or wedding party photos, guests will be escorted to the Event Centre for the receiving line, dinner, banquet and dance (as determined by the Host).

## **7.2 Ceremony Capacities & Costs:**

	<u>Capacity</u>	<u>Non-Members</u>	<u>Members</u>
<b>EVENT CENTRE DECK</b>	60	\$300	\$150
<b>THE GALLERY DECK</b>	180	\$500	\$300
<b>MANICURED LAWN</b>	225	\$500	\$300
<b>THE GALLERY</b>	180	\$750	\$500

**7.3** Ceremony cost includes: white folding chairs, set-up as per the Host's floor plan and tear down.

**7.4** A ceremony must be followed by a reception at Springbank.

**7.5** Please note ceremony costs are in addition to the room rental fees, identified in Section 6.1.

## **8.0 PHOTOGRAPHY**

**8.1** Picturesque areas around the Clubhouse and on the golf course may be used for your wedding party pictures. Springbank must first approve the locations for safety, avoidance of environmentally sensitive areas and to prevent disruption of play. It is recommended the site be determined at least two (2) days prior.

**8.2** Power carts may be used at no charge to escort the wedding party out to the chosen location. Springbank will set them up in a cart train in front of the Clubhouse for an easy and quick get-a-way.

## **9.0 REHEARSALS**

**9.1** Rehearsal dinners and/or ceremonies may be arranged no less than two (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 1am.

**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, Springbank prohibits the removal of any food & beverage items following the event (exception being wedding cakes).

**10.6** Any liquor or wine desired that is not on our beverage or wine list may be brought to the attention of our Wedding Coordinator at least 3 weeks prior to confirm price, corkage and delivery.

**10.7** Special meals due to dietary restrictions must be confirmed 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 SPRINGBANK PROVIDES:**

**11.1** Event Coordinator.

**11.2** Podium, wireless microphone, stand and background music system in Clubhouse. Wireless microphone, stand & speaker for vows, readings and singers on outside deck(s). Please note any exterior music shall be pre-arranged and operated by the Host.

**11.3** Signing table, Cake table, guest table, book table, gift table & DJ table.

**11.4** White table cloths with white napkins.

**11.5** Table skirting - silky black and silky white (head table).

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

**11.7** One (1) 84" projection screen, one (1) 52" LCD flat screen and one 60" LCD flat for DVD/laptop presentations in the Event Centre; two (2) 52" LCD flats available in **THE GALLERY**.

### **12.0 GROOM'S GOLF PERK (OR BRIDE'S!)**

The Groom OR Bride may treat his or her wedding party, father and father-in-law to a group round of golf with power carts & GPS anytime Monday-Thursday, excluding holidays, in the same calendar year as the wedding, coordinated by the Head Golf Professional at Springbank.

If the Groom OR Bride wishes to take advantage of this golf perk, the Deposit shall increase from \$500 to \$1,000. The full \$1,000 shall be deducted from the final wedding invoice; therefore, the golf is on us! (value: \$84.50 per person).

### **13.0 DECORATING**

**13.1** Decorating is allowed the morning of the event, or day(s) earlier if approved by Springbank.

**13.2** No tacks, pins or paint-peeling tape allowed in/on walls, window and door frames. Any ideas for set-up of this nature must be first approved by Springbank.

**13.3** Candles with enclosed flame are permitted (minimum 1" enclosure above flame); open flame and taper candles are prohibited.

**13.4** Equipment & decorations must be removed following your function unless otherwise approved by Springbank.

**13.5** Confetti, table confetti, rice and decorative glitter of any style is strictly prohibited. A minimum \$250 clean-up charge shall apply if any is used on the property.

**14.0 DJ/BAND**

**14.1** DJ/Band may set up on the day of the event, or day(s) earlier if approved by Springbank.

**14.2** Dance music shall shut down by 1:30am.

**15.0 CLUBHOUSE GUIDELINES**

**15.1** Premises to be vacated by 2am.

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

**15.3** 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.

**15.4** Additional cleaning charges will be applied if excessive cleaning is required.

**15.5** Springbank's Event Centre and The Gallery are smoke-free. Smoking is permitted outside, including decks and patio.

**15.6** All children must be under parental supervision and control at all times.

**IN AGREEMENT,**

\_\_\_\_\_  
**SPRINGBANK LINKS GOLF COURSE**

and -

\_\_\_\_\_  
**HOST'S NAME - PLEASE PRINT**

\_\_\_\_\_  
**SIGNATURE**

(wk) \_\_\_\_\_ (cell) \_\_\_\_\_  
**PHONE**

\_\_\_\_\_  
**EMAIL**

\_\_\_\_\_  
**MAILING ADDRESS**

\_\_\_\_\_  
**POSTAL CODE**

## SUMMARY

GROUP NAME: \_\_\_\_\_

EVENT TYPE: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

ROOM(S): \_\_\_\_\_

START TIME: \_\_\_\_\_

SET-UP TIME/DATE: \_\_\_\_\_

### 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:**



Springbank  
Links

GOLF CLUB

Thank you for considering us for your special day! Call us anytime to arrange a tour of our facilities 403.202.2331.