



BANQUET
EVENT
TERMS &
CONDITIONS
2018

WILLOW CREEK
COUNTRY CLUB

*8505 so. Willow Creek Drive,
Sandy Utah, 84093
telephone: 801.942.1954 fax: 801.944.9064
willowcreekcc.com*

SPONSORSHIP

As Willow Creek Country Club is a Private Club, a current Willow Creek member, or current member of a reciprocal club, in good standing, must sponsor all events. No function may be held without the completion and filing of a sponsorship form. Below is an explanation of function classifications.

Willow Creek “Member Hosted” Functions

- A “Member-Hosted” function is one in which a member, spouse or qualified dependent is the direct host of the event, or has a direct relationship with the event (i.e. is on the board of the director’s of a company that hosts an event at the club). In either situation, the member host assumes full financial responsibility and applies **all event charges to their Willow Creek Member Account.** In this case, the invitation for the event must come directly from the member host or directly from the entity to which the member host is a primary. The member host may not assign the host responsibilities and must assume all planning responsibilities for the event.

Willow Creek “Member Sponsored” Functions

- A “Member Sponsored” function is one in which the sponsoring Willow Creek member, spouse or qualified dependent has only an indirect relationship with the party’s actual host, does not assume the planning responsibilities or event payment, and whose function does not qualify as a Member-Hosted function. The sponsoring member will assume all responsibilities for outstanding charges, and/or damage caused to the club’s property, furnishings or equipment, during an event. A contingency deposit (page 3) and advanced payment in full (page 4) are required for all “Member Sponsored” events.

FUNCTION DEPOSIT & ROOM FEE

“Member Hosted” Functions

- **Deposit:** *There is no deposit required for Member Hosted Functions.
- **Room Rental:** *Member Hosted Functions will not be charged a room fee when the minimum food requirement (page 4) is satisfied. This does not apply to weddings, or the rental of the conference room.

*In the event a Member Hosted function is cancelled less than 60 days before the date, a cancellation fee will be charged to the member’s account for the amount of the Room DEPOSIT listed below.

“Member Sponsored” Functions

- **Deposit:** Please see Deposit schedule below.
- **Room Rental:** Please see Room Rental fee schedule below.

Member Sponsored Functions require a deposit and a signed sponsorship form before a date will be considered confirmed.

Your deposit will be applied in it’s entirety to the cost of your event.

“Member Sponsored” Deposit & Room Fee

<u>Room</u>	<u>Capacity</u>	<u>Deposit</u>	<u>December Deposit*</u>	<u>Room Rental Fee</u>
Wasatch A & B	150pp	\$1000	\$2000	\$300
Mountain View Patio*	150pp	\$500	N/A	\$200
Wasatch A	100pp	\$600	\$1200	\$200
Wasatch B	50pp	\$400	\$800	\$100
Conference Room	18pp	\$200	\$200	\$200
Garden Room	20pp	\$150	\$150	\$150

***Mountain View Patio** In order to provide a “Plan-B” option in the event of inclement weather, the Mountain View Patio must be rented in conjunction with one of the Wasatch Rooms appropriate to the size of the expected number of guests.

***December** dates at Willow Creek are in high demand and thus require a separate deposit schedule as listed above.

Contingency Fee for “Member Sponsored” Functions

- A contingency fee in the amount of 20% of the events anticipated charges, or \$1000.00, whichever is greater, is required 3 days before the scheduled event for “Member Sponsored” functions. The contingency fee must be paid with a credit card and will be held by our credit card processor. In the event that damages are incurred, or any outstanding charges go above and beyond the original pre-paid amount, such charges will be applied to the credit card. The deposit will be released within 3 business days after the event, assuming that there was no damages, or any outstanding charges.

BANQUET TERMS AND CONDITIONS

Procedure

- It is important that you read and understand all the information contained in this packet to ensure that your function is as successful as possible. We prefer to work with one person in the planning of your event. The catering department must be notified of meal selection, approximate number of guests, room arrangements, time parameters, equipment requests, and all details no less than two weeks prior to your event.

General

- Functions must be held during normal hours of operation, and are limited to 6 hours of total access time. Parties held during times that the club is normally closed (i.e.. Sunday nights, Mondays, etc.), must meet certain minimum requirements and may be subject to a surcharge. A current Willow Creek member, or current member of a reciprocal club, in good standing, must sponsor all events. No function may be held without the completion and filing of a sponsorship form.

Payment

- A service charge of 20% plus the applicable sales tax will be added to your final bill. "Member Sponsored" events require pre-payment of the anticipated charges, in full, no less than 7 days before the event, and require a contingency fee as explained on page 3.

Food Requirement

- The food minimum for all events is \$25.00 per person, plus tax and service charge. The food minimum does not include beverage purchases.
- No outside food is allowed onto club premises. However, you may provide your own special occasion cake. Our service staff will cut and serve the cake in exchange for a dessert selection. If a dessert is not included in your menu selection, a cake cutting fee of \$1.00 per person will be charged.

Guarantee Policy

- Willow Creek CC must be notified of the exact number of guests attending an event by 5:00pm, 3 business days (72 hours) prior to the event. This number will be considered the guarantee and may not be reduced after this time. We will prepare 5% above the guaranteed number of guests. *If no guarantee is received by the catering office 72 hours prior to the event, we will consider your last indication of expected guests to be your guarantee.* If the number of guests exceeds the guarantee plus the 5%, you will be charged at 1-1/2 times the per-person cost for the additional guests. We reserve the right to substitute other available food, if necessary, when the guarantee plus the 5% number of guests is exceeded.

BANQUET TERMS AND CONDITIONS

Buffets & Hors d'Oeuvres

- In order to ensure that the cuisine you select is pleasing to both the palate and the eye, all selections are priced per person. All buffets and hors d'oeuvres will be satisfying from the first patron through the last. **For this reason and due to health regulations, no food may be taken from the premises.**

Club Facilities

- Willow Creek has rooms with varying seating capacities available for private functions. These rooms are reserved for members based upon estimates given at the time of the initial booking. We reserve the right to relocate any function to an alternate room within the club, based on the final guarantee given, of the expected attendees.

Dress Code

- Function hosts, guests, invitees, and independent contractors are expected to be in appropriate attire for the activity they are participating in at the club. Torn, tattered or obscene clothing shall not be worn. Shoes must be worn at all times. Club management will have final determination as to the appropriateness of dress.

Closing

- All bands and other entertainers must finish their last set by 11:30 pm. Outdoor entertainment must finish by 10:00 p.m. All banquet rooms must be vacated by 12:00 midnight.

Pricing

- Food and Beverage prices will not be guaranteed until all deposits due have been paid in full, and a signed Banquet Event Order (BEO) has been signed and is on file with the Food and Beverage Director. Menu pricing for events booked more than 60 days in advance are subject to change based on the fluctuation of food costs.

Safety/Liability

- It is the host's responsibility to ensure that guests, invitees, and independent contractors affiliated with the function remain off the golf practice areas, lakes, ponds, and any other golf course areas. Water features on club property can present dangerous circumstances for children. **Small children should be supervised at all times.** Should Willow Creek have to designate staff to monitor the lakes, ponds, or any other golf course areas, there will be a mandatory charge of \$50 per hour.

BANQUET TERMS AND CONDITIONS

Linens

- White, ivory or black linens are provided at no charge. If other colors are desired, you may discuss those with the Food & Beverage Director. Colored linens other than what is provided free of charge, are considered special order items and must be requested 3 weeks in advance of the event in order to guarantee their availability. Special order napkins will be charged at \$0.50 each, and special order tablecloths at \$4.00 each.

Property

- Willow Creek does not have the space available to store personal property, equipment, or supplies belonging to or rented to a member or an event host. All such items must be removed from the club at the end of the function. Willow Creek will not assume or accept responsibility for damage to or loss of personal articles or rented equipment left in the club prior to, during, or following any event.

Damages

- Willow Creek does not allow the affixing of anything to the walls, floors, furnishings, or ceilings of rooms with nails, tape, staples, or any other substances. It is important to note that even the smallest damage may require the re-painting of an entire wall. The club member who serves as host or sponsor of an event will be held responsible for any damage or loss of property that occurs in the function room or other areas of the club that is caused by his or her guests, invitees, or independent contractors affiliated with the function. “Member Sponsored” events will be required to post a refundable damage/extra expense deposit (see contingency fee, page 3).

Cancellation Policy

- Events cancelled more than 60 days before the scheduled date will be entitled to a refund of the deposit. This applies to both “Member Hosted” and “Member Sponsored” events.
- Events cancelled less than 60 days before the scheduled date, will forfeit the entire room deposit. This applies to both “Member Hosted” and “Member Sponsored” events.
- If, in the event of unforeseen circumstances, Willow Creek Country Club determines it is in the best interest of the club, or it becomes a necessity to cancel a private function, they will be within their rights to do so, with a minimum 60 days written notice, and full refund of any deposit paid.

Bar Set-up

Bars can be located in several different locations throughout the club based on flow.

The following Bar Set-up Fee will be charged accordingly:

- Wine Only - \$25.00
- Beer and Wine Only - \$75.00
- Liquor, Beer, Wine, Sodas - \$150.00

Liquor Policies

- **Member Hosted Functions** are permitted to bring their own liquor, beer, or wine, to be served at their member hosted function. (Service fee will apply).
- Hard liquor, wine, and beer, may only be brought in on the day of the function and must be removed from the premises at the completion of the function. All alcohol must be purchased legally through a Utah state designated agency. No out of state alcohol can be served.
- For hard liquor, beer and wine, a fee of \$9.00 per person (in attendance) will be charged. This fee includes bar setup fees, sodas/mixers, and bartender service (WCCC members only). For this option, the bartender fee will be waived.
- For beer and wine only, a fee of \$6.00 per person in attendance will be charged. This includes bar setup fees and bartender service (WCCC members only). For this option, the bartender fee will be waived.
- For wine only, the following corkage fees apply: 750ml = \$12, 1500ml = \$24, 3000ml = \$48. (WCCC members only).
- Willow Creek personnel must administer all liquor service and must comply with DABC regulations.
- **Member Sponsored Functions** are not allowed to bring in alcohol and must purchase all alcohol directly from the club.
- Hosted Bar: Charges will be billed at the conclusion of the event, based on actual drinks served. A drink price list is available. Willow Creek personnel must administer all liquor service and will comply with DABC regulations.
- Cash/Ticket Bar: Can be arranged at a cost of \$150.00 (4-hours). This will include the staffing of a Willow Creek CC attendant who can accept a credit card and/or cash from you or your guests. Tickets will be issued at the time of the transaction, which can then be redeemed at the bar for drinks. No refunds will be given on un-redeemed tickets.
- Hosted/Cash Bars: One bartender is provided free of charge for groups 50pp or less. For groups over 50pp, there will be a \$50.00 charge per additional bartender as follows: Bartenders required: 50-100pp = 2, 100-150pp = 3, 150-200pp = 4, 200-300pp = 5
- We reserve the right to control all functions held on club premises, and to discontinue alcohol service at any time, if in the judgment of club management, it would be in the club's best interest.
- Willow Creek Country Club reserves the right to add or modify liquor policies, in accordance with DABC regulations.



EQUIPMENT AND HARDWARE

If your function includes a presentation or seminar of any sort, Willow Creek has a number of items available for rent to assist you in making an excellent impression. All prices are per function.

Dance Floor	\$250.00
Wireless Microphone.....	\$ 20.00
Lapel Microphone	\$ 50.00
Full Podium	\$ 20.00
LCD Projector.....	\$100.00
Ceiling Mounted Screen.....	\$50.00
Tripod Mounted Screen.....	\$10.00
32-inch Television/DVD Combo.....	\$ 50.00
Phone Dock/CD Player.....	\$ 30.00
Easel	\$ 10.00
Flip Chart and Markers	\$ 20.00



Willow Creek Country Club

BANQUET DEPOSIT CONFIRMATION FORM

Today's Date: _____

An advance deposit of \$_____ has been received for the function scheduled for _____ (date and time). The applied deposit is subject to the terms and conditions listed in Willow Creek Country Club's Terms and Conditions.

By signing this agreement, you acknowledge and agree to Willow Creek Country Club's Terms and Conditions, including cancellation fees, deposits and contingency fee (if applicable).

Method of Payment: (circle)

Member Account Check MC Visa Amex

Check/Card/Member-Number: _____

C.C. Expiration Date: _____ CC. Security Code: _____

Name on Check/Card/Member Account: _____

Billing Address/Reciprocal Club: _____

City: _____ State: _____ Zip Code: _____

I authorize the above payment and agree to WCCC Terms and Conditions:

Host Name (print) _____

Signature: _____ Date: _____

WCCC authorized agent (print): _____

Signature: _____ Date: _____