

EVENT CONTRACT

To ensure a successful event, the following policies have been established. Remittance of deposit and/or signed contract assumes your acceptance of the following policies. St. James' Gate West Hills will be referred to as WHG for the purpose of this contract.

BY SIGNING THIS DOCUMENT, YOU ARE AGREEING TO ALLOW WEST HILLS GOLF TO PROCESS PAYMENT FOR ANY DEPOSITS AND ANY OUTSTANDING PAYMENTS WITH THE CREDIT CARD NUMBER PROVIDED BELOW.

Please note that all event payments made via Credit Card (with exception of initial \$500 deposit) are subject to an additional 2.5% processing fee. You can make payments via cheque, cash or debit card to avoid additional processing fees.

EVENT DATE: _____ CARD TYPE: _____

CONTACT NAME: _____ C.C. #: _____

PHONE NUMBER: _____ EXP DATE: _____

EMAIL: _____ SECURITY CODE: _____

DATE OF SIGNATURE: _____ NAME ON CARD: _____

SIGNATURE: _____ COMPANY NAME: _____

AN EVENT PROPOSAL: An Event Proposal will be provided to client prior to the event, outlining all details and anticipated charges of the event. This proposal will be made a part of the contract. Pricing is not confirmed nor guaranteed until providing in official format of Even Proposal. Event Proposals are valid for (30) thirty days, after which pricing and availability is subject to change. The proposal order must be finalized and signed by the event host no less than seven (7) days prior to the event date.

DEPOSITS & PAYMENTS: A non-refundable deposit of \$500 is required to secure the room. Space is not contractually obliged until a signed contract and/or non-refundable deposit are received by WHG. Deposits and payments can be via by credit card, debit card, cheque or cash. After the initial \$500 deposit, any further payments made towards the event are subject to a 3% processing fee when paid via credit card. Debit, cheque or cash payments are accepted without any additional fees. All deposits/payments will applied to final bill as a credit. All deposits are non-refundable.

A second deposit equal to fifty percent (50%) of the Event Proposal may be due thirty (30) days prior to the event, unless otherwise discussed with your event coordinator. Payment plans may be unique to each event and should be discussed in more detail with your coordinator. Final payments are due within 30 days post event date. Outstanding bills past 30 days may be subject to a 10% late fee. With the exception of government and certain organizations, a valid credit card number must be provided on file for any incidentals or last minute additions as requested by the host. The remaining balance will be charged to credit card on file, unless otherwise noted or discussed with your event coordinator.

All event payments made via credit card (with exception of initial \$500 deposit) are subject to a 2.5% processing fee. Processing fees can be avoiding by payment via cash, debit or cheque.

CANCELLATIONS: In the event of a cancellation, all deposits are non-refundable. An administration fee for consulting services rendered may also be charged at the discretion of the event coordinator, should the event be cancelled within fourteen (30) days of the scheduled event.

GUARANTEE OF ATTENDANCE: An estimated number of guests is required for an Event Proposal. This number serves as the original contracted number until a guaranteed number is provided. A semi-final guaranteed number of guests is required at least two weeks (14 days) prior to the event - for the purposes of ordering and scheduling. **A Final Guarantee is due no later than 72 hours prior to event date and is not subject to change.**

Please note that in some cases (special order requirements, etc.), the Final Guarantee may not be subject to a reduction of more than a 10% from original Semi-Final Guarantee. If Final Guarantee is reduced by more than 20% of initial contracted number of guests, certain pricing adjustments may apply or an increased room rental charge may be considered. It is the client's responsibility to communicate guaranteed number of guests to WHG. In the event that no guarantees are received, then the original contracted number of guests will be used as the final guarantee (or the actual number of guests served, whichever is greater) and will be charged accordingly.

TICKET SALES & THIRD PARTY VENDORS: Should the host wish to sell tickets for their event, details must be discussed and approved by WHG prior to any ticket sales or commencement of marketing. Discuss details with your coordinator for approval. The use of third-party vendors must be approved by WHG. A list of approved vendors hired by the event host must be provided to the event manager prior to the event. Contact info may be requested as well.

SMOKING: Smoking is legally not permitted within 15 feet from any of the main entrances. Please use designated areas. Littering on the property will not be tolerated and may incur a clean-up fee of \$100.

FOOD AND BEVERAGE: With the exception of specialty desserts and wedding cakes, all food and beverage must be purchased through WHG. For the safety of our guests and due to provincial and safety standards, no food or beverage shall be brought onto the WHG premises as well as no food or beverage shall be removed from the premises. All food and beverage charges are subject to an automatic 18% service charge & 15% HST.

ALCOHOL SERVING & LOITERING: No liquor will be served to minors, under the age of nineteen (19) years old or to those who appear to be intoxicated. Please note that it is unlawful to remove unused product from the licensed area of WHG, as we are responsible for all beverage sales and services in accordance with the regulations of the New Brunswick liquor control act. Those who violate any of the WHG policies (listed here or otherwise) or the New Brunswick liquor control act may be asked to leave the premises.

WHG reserves the right to inspect and monitor all functions, as well as discontinue service to some or all of the guests in the event of any violation of WHG policies (listed here or otherwise) or the New Brunswick liquor control act.

We have a zero-tolerance policy for un-licensed (outside) liquor. If any outside liquor is found on the premises, it may not only be confiscated, but if any guest is caught drinking or in possession of any un-licensed alcohol - it could also be grounds for immediate termination of the event. Note that guests are not allowed to loiter in the parking lot, on the golf course or in the restaurant (after hours) during any event. Guests must stay within the Event Room (including all upstairs space), Balcony, Lobby and Front Entrance. Unnecessary loitering is a violation of WHG policies and may also be grounds for event termination.

ROOM SETUP AND DECORATIONS: Setup and tear down time must be taken into account when reserving the room. Any and all room setup plans, decorations and displays must be approved prior to the event. This includes any interior and exterior signage and banners, room decorations and exterior decorations not normally present on the premises. The use of command hooks, nails, staples, and tacks on the function walls is not permitted. The use of glitter, confetti or rice is also not permitted. Smoke machines are not permitted. All candles must be contained or enclosed in glass. Personal belongings must be removed from WHG property at the end of each event unless alternative pickup arrangements have been established prior to the event. Any violation of these regulations may result in a service fee of at least one hundred dollars (\$100) but could be more depending on the circumstances.

PROPERTY DAMAGES AND LOSSES: The contract signer will be responsible for the cost of any damages, theft or destruction to WHG (including any damage to Simulator Room, if used) and its premises by attendees and other persons at the event, included third party vendors hired by the event host. WHG will not be held responsible for any items lost, stolen, damaged or left on the premises by the event guests.