

## HENRY'S ON THE GREEN ("Restaurant") BANQUET CONTRACT

Name of Client \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City/Village \_\_\_\_\_ Zip \_\_\_\_\_

Date of Event \_\_\_\_\_ Date Confirmed \_\_\_\_\_

Start Time of Event \_\_\_\_\_ End Time of Event \_\_\_\_\_

Type of Function \_\_\_\_\_ Estimated Number of Guests \_\_\_\_\_

1. **A minimum of 20% is required to secure the space and date for the event.** The balance of the estimated charges is due three (3) business days prior to the date of the event, unless other arrangements have been approved by Restaurant management. Any charges incurred during the event or any other outstanding balance is due at the time of the event, payable by check, cash, Visa or Mastercard. Returned checks are subject to penalties and additional fees. For weddings an installment payment of one-half of the estimated charges is due sixty (60) days prior to the event. The balance of the estimated charges is due four (4) business days prior to the event, unless other arrangements have been approved in advance. Any additional charges during the event must be paid at the end of the event.

2. **A guaranteed confirmation of attendance is required by phone or in person no less than (7) days before the event.** Once given, this guarantee number cannot be reduced. If this guarantee is not received, the original estimated number will be used, and we cannot assure accommodation if the final count exceeds 5% of the original estimate. Total charges are based on actual head count or the guarantee number, whichever is greater.

3. **Menu selection must be confirmed (14) days prior to the event.** Menu selection confirmation will be definite and not subject to change.

4. **Deposits are non-refundable if reservation is cancelled.** If Client books the function in full prior to the scheduled event, all amounts paid to date are nonrefundable. Deposits are nontransferable.

5. A minimum in food and beverage sales (not including tax and gratuity) may be required for certain dates and events. If member dining or member accommodations are adversely affected, additional charges may be required.

6. Prices do not include Federal or State taxes which may apply. **A 19% service charge will be added** to the price, and then a **7% New York State Sales Tax will be added**. Prices are subject to change prior to the function.

7. All food and beverages served must be supplied by the Restaurant. The only exception is a celebratory food, but only if approved by Restaurant management and prepared by a licensed food vendor. No leftover food may be removed from the premises. All food sold is for on-property consumption only. Any unused food and/or beverages remains the property of the Restaurant and will be disposed of in accordance to New York State Health Department.

8. Alcoholic beverages may not be brought in or removed from the Restaurant. These laws will be strictly enforced.

9. Restaurant management will monitor alcoholic beverage consumption and reserves the right to intervene, if necessary, to stop service and/or remove a guest from the premises. The Restaurant will not serve alcohol to anyone without proof of legal age.

10. There will be no split checks unless previously arranged and approved by Restaurant management. The event in its entirety will be paid on one check.

11. The Restaurant or Ballston Spa Country Club ("Club") will not assume any responsibility for items lost, left unattended or left on the premises prior to, during or after the event. Unless otherwise arranged with Restaurant management, items left behind will be discarded after (3) days.

10. No confetti – if used there will be a charge of \$150.00 added to the Client's final bill. Decorations and materials must conform to local fire department regulations. Client must obtain authorization in advance from Restaurant management for any modification of décor, the use of any props or decorations, staging of entertainment or any activity that could potentially cause damage or injury.

11. The cost of repairing or replacing Restaurant or Club property broken or damaged or removed by a guest of the banquet function will be charged to the Client or designee responsible for payment.

12. Client will provide adequate adult supervision for small children and will be held responsible for acceptable behavior of the children as it relates to Restaurant or Club property, Restaurant or Club activities, and other members/guests.

I acknowledge the receipt and review of this contract. I have read the above, my signature confirms that I understand and agree with all the details including the cancellation policy within this agreement.

Signature \_\_\_\_\_

Date \_\_\_\_\_

I authorize all deposits and damages to be charged to this card.

Date \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

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Approved By \_\_\_\_\_

Deposit Amt \_\_\_\_\_ Date Received \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration \_\_\_\_\_