

WYCKOFF COUNTRY CLUB EVENT CONTRACT

233 EASTHAMPTON ROAD

HOLYOKE, MA 01040

413-536-5364

I/We (print name) _____ agree to rent ½ or **full main hall/ bridal suite/ restaurant**
at
Wyckoff Country Club on (date) _____ (time) _____ for (event type)
_____.

Please initial next to each item of this contract indicating a total understanding of items 1-13 of this contract.

1. _____ To secure any date to rent the banquet hall requires a \$500.00 **non- refundable** deposit. The deposit may be made by money order, check, credit card or cash and will be deducted from your final bill. Our room charges are also added to final invoices and are \$300.00 for the full hall, \$150.00 for half hall, and \$100.00 for our smaller rooms. If additional time is needed for your event a charge of three hundred dollars, per hour, will be added to the final bill. We will guarantee all of our pricing for 90 calendar days prior to your event. Should our costs increase for food, labor or other items, Wyckoff CC reserves the right to increase your price in order to meet our increased costs. Changes will not exceed 10% annually.

2. _____ Final payment and final guest counts must be received 5 days prior to your event or wedding, full payment expected on day of event for all others. Final payment must be paid by credit card, money order, bank check or cash- **No personal checks accepted**. You may increase the number of guests up until the day before your event- **No decreases** will be accepted. Tax Exempt organizations must provide a copy of their ST-2 or ST-5 prior to the event.

3. _____ If your event must be cancelled for ANY reason, written notification must be received at least **30 days** prior to your event. An additional \$300.00 cancellation charge will be assessed if written notice is received in less than 30 days.

4. _____ Menu and Linen selections must be made at least 2 weeks prior to your event. Please advise staff of any known allergies at that time so that we can accommodate those guests.

5. _____ **No alcoholic beverages** may be brought onto Wyckoff Country Club property, including grounds and parking areas, this is strictly prohibited. Any guest bringing in or consuming alcohol not purchased here will be asked to leave the premises- no refunds. Our facility reserves the right to ask for ID and age verification and reserves the right to refuse bar services to anyone. Smoking is strictly prohibited in the facility and only allowed at outside designated areas.

6. _____ We have a minimum of 300.00 required for a bar. If the minimum is not reached a \$75.00 will be added to your invoice- or the balance of the bar up to \$300.00 (eg. A 250.00 bar bill would only owe 50.00) Every event will be charged the \$75.00 fee and when the \$300.00 in sales is reached the charge will be waived. Memorial parties are exempt from this charge.

7. _____ Desserts or outside food items may not be brought into the facility unless approved by Wyckoff Country Club. Wedding cakes from established vendors like Cerrato's, La Fiorentina etc. A \$2.00 per person cutting fee will be added to all cakes brought on premises you would like us to cut, exception would be the wedding package includes the cake cutting.

8. _____ **No CONFETTI of any kind**, No tape, tacks, staples, nails or glue may be used to hang any pictures, signs or decorations. No piñatas. Any damages to Wyckoff Country Club property from hanging such items will be charged to the renter. **NO open flame allowed- all candles must be enclosed**.

9. _____ Wyckoff Country Club is not responsible for any injuries caused during the recreational activity/ dancing, etc. Wyckoff Country Club is not responsible for any lost/stolen or damaged items.

10. _____ Wedding ceremonies on premises will be charged an additional 200.00 and an additional hour will be added to your event. The Bridal suite room, if needed, will be available to use one hour prior to the ceremony.

11. _____ Jack and Jill and Charity events are the **only** parties given the Jack and Jill menu. A printed event ticket must be given to Wyckoff Country Club prior to the event to honor that price. Renter is responsible for payment of all extra tickets sold at the door on the day of the event, Wyckoff CC will monitor guest counts.

12. _____ Business Meetings in the banquet hall during the weekdays must reach a minimum of \$400.00 in food without the house charge and tax added. We can accommodate groups of 20 people and up.

13. _____ **The 18% House charge is the fee you will pay for the use of our premises. The house charge is not a tip or service charge for our wait staff employees, service employees, or service bartenders or any other persons providing services to your event.** Gratuities are appreciated for good service. Guests are expected to tip the bar staff, tip jars will be available at the bar. Removal of any tip jar at your event would result in an 18% gratuity added to your invoice (in addition to house charge and tax).

Renters Signature _____

Date _____

Wyckoff Signature _____ Deposit Amt. & Type
