



EVENT CONTRACT

Eagle Hills Golf Course
605 N. Edgewood Lane • Eagle, ID 83616
208.939.0402

CONTACT INFORMATION

Name(s)/Hosting Party _____
Company/Professional Organization (if applicable) _____
Primary Phone _____ Secondary Phone _____
Email _____
Address (used for deposit return) _____
City _____ State _____ Zip _____
Deposit Return (if any) Made Out To _____

EVENT INFORMATION

Date _____ From _____ To _____
Event Type _____ Estimated Guest Count _____
Reception/Banquet Location _____ Ceremony Location (if applicable) _____
Additional Information _____

FACILITIES

Cedars Banquet Room (indoors)

Friday, Saturday and Holidays, May through September	\$1095 _____
Friday, Saturday and Holidays, October through April	\$975 _____
Sunday through Thursday, year round	\$975 _____
Wedding ceremony year round	\$400 _____

Rose Garden Pavilion (outdoors)

Banquet event or wedding reception year round, weather providing	\$1295 _____
Wedding ceremony year round, weather providing	\$400 _____

Waterview Pavilion (outdoors)

Wedding ceremony, cannot be guaranteed until 30 days prior	\$995 + \$5/person _____
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Eighteen One Restaurant (indoors, winter only)

Private banquet event	\$350 _____
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Facility rental includes tables and chairs for up to 200 guests; additional guests are subject to added facility and staffing fees.

SIGNATURE

How did you hear about events at Eagle Hills? _____

I have paid a \$550 non-refundable deposit to secure the date of my event and agree to pay all additional room rental, food, beverage and service charges in accordance with the terms and conditions listed on the back of this contract.

Signed _____ Date _____

TERMS AND CONDITIONS

- _____
Initial
1. **Deposit.** A \$550 deposit is required to secure the date of your event. This deposit is nonrefundable in the event of cancellation. Providing the event takes place it will be refunded within two weeks after the event, less any additional charges that arise or non-routine clean up required by Eagle Hills staff. Non-routine clean up is billed at \$100 per hour.
- _____
Initial
2. **Catering.** All food and beverage must be purchased through the Eagle Hills' catering department with a required minimum food and beverage expenditure of \$20 per person. A 20% service charge and Idaho sales tax will be applied to all catering selections. No food is allowed from outside sources with the exception of wedding cakes and guest favors. Eagle Hills will not transport wedding cakes and is not responsible for cake left at the premises. Buffet service may last a maximum of two hours and no food is allowed to leave the event.
- _____
Initial
3. **Menu & Guest Count.** Menu selection and a guaranteed count are due two weeks prior to the event. Within two weeks of the event, the guaranteed guest count may not be reduced, but can be increased up to one day before with food costs subject to market price. Menu prices are subject to change, and prices are not guaranteed until a selection has been submitted. You will be charged for the guaranteed count or the actual count, whichever is greater.
- _____
Initial
4. **Bar Service.** Alcoholic beverage service requires a \$200 set up fee. Guests may purchase their own or beverages may be hosted (full or partial host) with a 20% service charge and Idaho sales tax will be applied. It is a strict violation of the Eagle Hills' liquor license to consume any alcohol on the premises that was not purchased through Eagle Hills. The hosting party will be subject to a \$50 fee per item for any alcoholic beverage found that was not purchased through Eagle Hills, including those found in bridal dressing areas. Eagle Hills reserves the right to confiscate outside alcohol and dismiss any guest who violates liquor policy. All guests consuming alcohol require identification on the premises. Please see Liquor Policy Addendum for further explanation of policies.
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Initial
5. **Reception Space.** Events are allotted 4.5 hours with a \$200 charge for every hour thereafter. Wedding ceremonies include an additional 30 minutes of event time. All activity must conclude by 10:00pm outdoors and 12:00am indoors. Rental fees include an additional two hours prior to the start of the event for decorations and/or pictures and one hour afterward to remove items brought in by the hosting party. Adhesive tape, nails, tacks, fake flower petals left on the lawn, rice, glitter and confetti are prohibited. All decoration and application must be approved by Eagle Hills prior to the event. Eagle Hills reserves the right to restrict decorations that may cause damage to the premises. Guests will confine themselves to the specific areas rented and are not to interfere with golfers or patrons in the Eighteen One restaurant.
- _____
Initial
6. **Payment.** Full payment for all charges, with the exception of certain beverages, is required one week prior to your event. If payment is not made on time, Eagle Hills reserves the right to cancel the event or subject the unpaid balance to an interest rate of 5% until payment is made in full. Prices are not guaranteed until a contract is signed and submitted. Hosted beverage not paid for in advance of the event require a credit card on file prior to the start of the festivities.
- _____
Initial
7. **Cancellation.** This agreement may be cancelled upon written notice from the hosting party. The following amounts are to be paid as liquidation damages in the event of cancellation. Anticipated gross revenue will include the room rental, food costs, and any other additional service fees previously agreed upon. Any prepayments made above what is owed to Eagle Hills as described below in the event of cancellation will not be refunded.
- Cancellation **prior to two months** in advance of the event, the entire deposit will be retained.
 - Cancellation **less than two months** in advance of the event, the entire deposit will be retained and room rental charged.
 - Cancellation **less than two weeks** in advance of the event, 100% of anticipated gross revenue will be charged.
- _____
Initial
8. **Property.** The hosting party is responsible for any property damage to the premises and equipment during their scheduled event. All items brought in by the hosting party and/or guests must be removed at the conclusion of the event. Eagle Hills is not responsible for any loss or damage to your property that happens on the premises.
- _____
Initial
9. **Indemnification.** To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless Eagle Hills Golf Course, its owner(s), respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fine, and costs (including reasonable attorney fees), arising out of or connected with your function, except those claims arising out of the negligence or willful misconduct of the golf course. The parties agree in the event that any dispute arises in any way relating to or arising out of this contract, the prevailing party in any arbitration or court proceeding will be entitled to recover an award of its reasonable attorney's fees.
- _____
Initial
10. **Rain Contingency/Acts of God.** Outdoor events may be moved inside for no additional fee if notice is provided by 9:00am the day before the event via email to cradcliffe@eaglehillsgolfcourse.com. Notice after that time will result in an additional \$450 set-up charge and may result in the inability to properly set-up all aspects of the event. Eagle Hills is not responsible for cancellation prior to or during an event due to weather or other acts of god.
- _____
Initial
11. **Amendments/Changes.** Any amendments or changes to the arrangements described in this contract must be made in writing, signed by both the hosting party and Eagle Hills Golf Course.

I have read, understand and agree to the above terms and conditions.

Hosting Party

Date

Eagle Hills Golf Course Event Manager

Date

LIQUOR POLICY

ADDENDUM

To ensure the safety of your guests, our employees and Eagle Hills Golf Course we adhere to a strict alcoholic beverage policy. As the host of the event it is your responsibility to be aware of our policies and the potential liability regarding alcoholic beverages.

1. **Outside Alcohol.** It is a violation of liquor policy to consume any alcoholic beverage on premise that was not purchased through an Eagle Hills employee. This is imperative to allow our staff to monitor the age and level of consumption of each guest and provide a safe event environment. The premises include the building and bridal suite, parking lot, outdoor grounds and all other areas on the property.

The DJ/emcee for all events will provide an announcement regarding this policy through the direction of the Event Manager.

First Offense:

A verbal warning will be issued to the individual violating policy and the hosting party will be informed of the violation.

Second Offense:

Any individual(s) violating this policy after a verbal warning and public announcement have been issued, (whether the initial offender or not) will be asked to leave the premises. If a staff member finds the individual(s) to be visibly intoxicated he/she will be asked to utilize a cab service. If the guest(s) refuses a cab we reserve the right to notify authorities of the potential danger. If a guest is asked to leave and refuses to vacate the premises we also reserve the right to notify authorities and have the individual(s) escorted from the property. The hosting party may be fined \$50 per item for each alcoholic beverage found that was not purchased through Eagle Hills Golf Course.

2. **Identification.** All guests consuming alcoholic beverages must be 21 or older and have a valid form of identification onsite. Any underage guest found consuming alcoholic beverages may be asked to leave the premises through a cab service. If a cab is refused the authorities will be notified.
3. **Safe Environment.** Eagle Hills management may deem an event to be unsafe and to ensure the protection of guests and our property may choose to suspend alcoholic beverage service at any time, for any reason. The suspension may last as long as 30 minutes or to the completion of the entire event.

In the extreme case where an event is deemed unsafe and suspending beverage service does not remedy the situation the event will be shutdown, with no refund to the hosting party. Police officers will be called to the premises.

Reasons for an unsafe environment could be due to, but are not limited to, the following:

- Too many guests bringing their own alcoholic beverages.
- Visible over-intoxication of multiple guests.
- Physical violence.
- Damage to property.

4. **Last Call:** Alcoholic beverage service will conclude 30 minutes prior to the scheduled end of the event.

I have read, understand and agree to the above terms and conditions.

Hosting Party

Date

Eagle Hills Golf Course Event Manager

Date