

Event Terms & Conditions

Room Space: Is reserved for any **five (5) hour time period**. If the time period is exceeded there will be an additional cost of \$200 per hour. Room space is reserved based on function requirements and the guaranteed number of guests anticipated for the function. Furthermore, rental of the Room does not include any food, beverages, wait staff or entertainment.

Capacity: The maximum capacity for the Event Center = 80 persons, Clubhouse = 60 persons. Client(s) hereby agree they will ensure the Event does not exceed maximum capacity.

Prep Area: The Clubhouse kitchen is for **The Ridge staff only**.

Alcohol Policy: **No outside alcohol may be brought onto the premises.** If alcohol is brought to THE RIDGE GOLF & GARDENS LLC, we will ask your guest to remove it or they will be asked to leave the premises. Bartenders have the right to refuse service to any person(s) he/she identifies as overly intoxicated. Bartender's decision regarding cessation of service to any client or guest will be supported by THE RIDGE Management. THE RIDGE will enforce removal of any client or guest from the premises based on bartender recommendation.

Displays, Exhibits and Other Materials: Decorations must conform to city codes and fire regulations and cannot be tacked or taped to walls, ceilings or light fixtures. Nails and staples may not be used on the walls or floors. Candles, birdseed, rice, glitter, confetti, etc. will not be permitted on the property. All decorations must be removed immediately following the departure of the last guest, unless special arrangements have been made. THE RIDGE reserves the right to assess a clean up fee for facilities left in poor condition.

Entertainment: Provisions for any type of entertainment are the responsibility of the client, subject to prior approval of THE RIDGE. On Friday and Saturdays, entertainment must cease no later than 11:30pm to allow for clean-up and closure of the site by midnight.

Damages: The signer of the event agreement will be responsible for any damages or loss to THE RIDGE's property, building, equipment, decorations or fixtures due to the activities of the guests (attendees) of your event/function. An **End of Event Checklist** will be provided and must be completed before the end of your event. A Post Event evaluation will be done of the facility and any damages will be documented and recorded. You will be notified within 48 hours of any damages found.

Smoking: The THE RIDGE GOLF & GARDENS LLC is a **non-smoking venue**. Smoking permitted only in designated areas.

Parking: Parking is permitted in the parking lot. Overflow parking will be available if discussed and agreed upon prior to Event.

Event Date _____

Deposits: The room rental is required to be paid at the time the reservation is confirmed and shall be considered the deposit for the event. All deposits are applied toward the event/function. Deposits are non-refundable if an event/ function is cancelled. No function is considered confirmed until the agreement has been signed and the required deposit has been received.

Payment: We require 50% of estimated cost three (3) months prior to event. 100% of the estimated cost of the event/function will be payable seven (7) business days prior to the function. All bar balances are required to be paid at the end of your event/function. Deposits to confirm space will be deducted from the final invoice total. All payments mentioned above are to be made to THE RIDGE GOLF & GARDENS, LLC via cash, check, certified check, or money order. Payments by VISA and Master Card can be accepted with the payment of an additional 3% processing fee.

Obligations: THE RIDGE GOLF & GARDENS LLC's obligations under this agreement are contingent upon THE RIDGE's ability to perform and accordingly are subject to labor disputes or strikes, restrictions upon travel, acts of God, or any other circumstances beyond the control of THE RIDGE which may prevent it from performing its obligations. THE RIDGE will, in good faith, provide all items and services agreed upon, but reserves the right to make substitutions with similar items or services if the agreed upon items or services are not readily available. Any client executing this agreement, as an organization's representative, expressly represents that he or she is over 18 years of age, and that he or she is authorized to execute said agreement on behalf of the organization. THE RIDGE will not be held responsible for damaged, lost or stolen merchandise and articles left in THE RIDGE prior to, during, or following the function.

Client/Vendor Property: ALL items are requested to be taken off the premises before the last person leaves. Any items to be brought in early, or left overnight before or following the event, must be approved by THE RIDGE. THE RIDGE GOLF & GARDENS LLC is not responsible for any damage, disposal or theft of property left by the client or their vendors, approved or otherwise. **ANY PROPERTY LEFT AFTER 7 DAYS FOLLOWING THE EVENT WILL BE DISCARDED OR DONATED AT THE RIDGE'S DISCRETION.**

Initial _____ CLIENT
_____ THE RIDGE G&G
_____ DATE

