

Danville Golf Club

General Terms and Conditions

Welcome

The Danville Golf Club looks forward to hosting your special event. The staff at Danville Golf Club includes professional planners, creative chefs and experienced servers to ensure your event's complete success. From initial concept to successful completion, our experts are at your service to deliver a memorable event.

Deposits

A deposit (in the amount of the room fee) and signed contract are required to reserve your function. All reservations are considered tentative until both deposit and signed contract are received.

Forms of Payment

- Member Charge Account /Check / Money Order /Credit Card

Room Rental

- Member functions are defined as functions that are booked, hosted and attended by a Current Club Member. All charges incurred during the event must be billed to the Member's Club Account.
- A room rental fee will apply to all private functions. Anyone booking a non-member event must provide a member sponsor to authorize use of the facility. The member sponsor is responsible for any and all unpaid charges for the booked event and any damages that occur to the facility during the event. The room rental fee is for use of the room only, and does not include any other event charges.
- Please adhere to the room rental times listed on your contract as other groups may be scheduled in the same space before or after your event.
- For groups that meet 6 or more times per year we may waive the room rental fee if booked in advance annually. (Exception: Thanksgiving thru December 31st room rental fees are waived for Holiday parties.

Room Rental Fees

<i>Check all rooms needed</i>	<u>Non-Members</u>
Grand Ball Room	\$ 500.00
Main Dining Room Bar	\$ 125.00
Main Dining Room	\$ 250.00
Private Dining Room Upstairs	\$ 125.00
Entire Upper Level	\$1,250.00
19th Hole Bar (Limited Availability)	\$ 125.00
19th Hole Dining (Limited Availability)	\$ 250.00
Private Dining Room Downstairs	\$ 125.00
19th Hole Outside Patio	\$ 125.00
Entire Downstairs	\$1,250.00
Golf Course Rental for Wedding Ceremony	\$ 500.00
Danville Golf Club	\$2,500.00

**A \$250 furniture removal fee will be applied to each room rental in which furniture is fully or partially removed.

A \$500 per hour upcharge will be applied to any parties continuing after midnight

Fees for Events Held Outside of DGC Regular Business Hours

- Food and Beverage totals before tax and service charge must exceed \$2,000.00.
If the actual total billed is less than above, the amount listed above will be billed.

Event Rentals

- Danville Golf Club has your event supplies for groups up to 200. Any groups over 200 will need to use an outside vendor to supplement the extra items. Danville Golf Club has a long working history with several local vendors. We will be happy to help you organize and plan any outside rental needs. All rentals booked by Danville Golf Club will be subject to a 10% handling fee.

Cancellation Policy

- If written notification of cancellation is received within six (6) months prior to the event, 50% of the deposit will be refunded.
- If cancellation notification is less than six (6) months, all deposits are forfeited by the customer.
- Any customer canceling within thirty (30) days of their scheduled function date will be held to their original obligation to make 50% payment of all estimated charges and will be billed accordingly.

Deliveries & Storage

- Deliveries and pickups must be scheduled with the Clubhouse Manager.
- Danville Golf Club cannot offer storage space.

Guarantee

- An estimated guarantee number of guests is required two (2) weeks prior to the event. A final guaranteed number of guests are required seventy-two (72) hours prior to the function date. After this time, the guarantee number cannot be reduced, but may be increased up to five percent (5%).

Balance of Payment for Non-Member Events

- After initial deposits are paid, the balance will be due twenty-four (24) hours prior to the function.
- If payment isn't received within the contracted schedule, Danville Golf Club maintains the right to cancel the event and retain any deposits.
- Any additional charges incurred during the event must be settled within five (5) days.
- If an outstanding balance is not paid, it will be turned over to collections and the customer will be held responsible for any and all associated fees.

Menu Policies

- Our event menus are meant to be a guide. We welcome the opportunity to customize a menu just for your event!
- Food & Beverage Menu prices will be confirmed ninety (90) days prior to the date of your event.
- All food and beverage, with the exception of wedding and birthday cakes, must be provided through Danville Golf Club.
- Menu selections must be finalized with the manager thirty (30) days prior to your event date.
- A (10%) set up and (7%) service fee and (11.8%) VA tax/City Meals tax will be applied to all food and beverage charges.
- To ensure food quality and presentation, buffet meals will be available for a maximum of two hours.
- Due to Health Department regulations, all prepared food (hot or cold) that is not consumed during the function will be disposed of by Danville Golf Club and will not be packaged "to-go".

Beverage Policy

The Danville Golf Club is responsible for abiding by all regulations enforced by the Virginia Liquor Commission. No spirituous liquor beverages of any kind are to be brought onto Danville Golf Club property.

- Danville Golf Club requires a minimum of 1 bartender for every 50 guests. Bartenders are billed at a rate of \$20/per bartender. (Minimum 3 hours)
- Danville Golf Club requires cash attendants for cash/ticket bars. Cash attendants are billed at a rate of \$20/per bartender. (Minimum 3 hours)
- Specialty wines provided by the host with the express consent of the Club Manager may be brought in and served by Danville Golf Club Staff for an additional \$10 corkage fee per bottle.
- • Alcoholic beverages may not be served to anyone under the age of 21. Hosts are expected to help enforce this.
- ID's will be required for all persons that appear to be under the age of 35 in accordance with ABC Laws. If an ID is not presented, the person will not be served an alcoholic beverage.
- Any guests providing alcohol to an under-age persons will be denied additional bar service.
- Danville Golf Club reserves the right to discontinue bar service to intoxicated guests.

Securities & Liabilities

- Danville Golf Club does not assume any responsibility for the damage or loss of merchandise or articles left on our property at any time. Danville Golf Club is not responsible for any damage or theft incurred to the guest's property.
- Security may be required for certain events.
- You will be required to have one chaperone per twenty-five (25) minors attending your event.
- Any damage to Danville Golf Club property or facility during an event will be charged to you at the end of your event. If not paid, this amount will be billed to your sponsoring member's account.
- Danville Golf Club is a Smoke-Free facility. Smoking is allowed only in designated areas outside.
- Danville Golf Club shall not be liable for its failure to perform this contract if such failure is due to, but not limited to, natural disasters, i.e., fire, flood, earthquakes, inclement weather, and/or any emergency condition.

Decorations

- Decorations may not be adhered to the walls, windows, doors or ceilings with tape or tacks.
- Due to fire regulations, open flame candles are not allowed at Danville Golf Club. All candles must be enclosed.
- Rice, birdseed, red rose petals, confetti and sand are not allowed. A cleaning fee of \$500 will be charged if any of these items are used at your event.
- All setup with outside vendors must be reviewed by the Clubhouse Manager prior to the event to ensure all fire codes, regulations are known and followed.

Acknowledgement of General Terms and Conditions

The Client hereby agrees to indemnify and hold harmless the Danville Golf Club and all owners, officers, directors and employees from any and all claims, actions, damages and liability associated with personal injury and/or damage to property, including cost of the investigation, litigation expense, appeal costs, and attorney fees, arising out any claims or suits which result from any negligent act of the Client, his/her agents, employees, or invitees. In the event that the Client is made a party to any litigation, the Client shall protect and hold harmless Danville Golf Club from any and all liability that may result therefrom.

Client's Signature _____ Date _____

I, hereby acknowledge that all information provided on the contract is true and correct. Misrepresentation or erroneous information on the contract constitutes grounds for denial of this and future applications for the use of the Danville Golf Club. I have read and understand the rules, terms, and conditions written in the contract. I will abide by the rules and further understand all or portions of the deposit will be kept by the Danville Golf Club to cover any damages, missing items, or violation of the rules, terms and conditions set forth in this agreement. I also understand that as the Client, I am responsible for the actions of all the attendees and/or outside contractors present at the event. I understand that as a renter I must be at least 25 years of age.

I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE CONDITIONS AND TO THE INFORMATION PROVIDED BY DANVILLE GOLF CLUB.

Client's Signature

Date

Printed Name

Company Name (if applicable)

Event Name

Event Date

Start Time

End Time