

# POLICIES & PROCEDURES

**Guarantee Policy:** Final meal guarantees (the guaranteed number attending the function) must be received by the catering office two weeks prior to the event and are not subject to change. (Please note: The stated charges are a per person fee and will be based on guaranteed, maximum number of guests. If your guest count exceeds your guarantee, you will be charged for the actual number of guests attending.)

**Deposit and Cancellation Policy:** The room rental fee is the deposit due at the time of booking to secure your date. The fee is nonrefundable. All payments and arrangements must be completed no later than two weeks prior to the event. Chisholm Hills considers the event to be cancelled if this requirement is not met. Additionally, we require a security/cleaning deposit two weeks prior to the event. This deposit will be returned within seven days after the event, providing all contractual commitments have been complied with.

**Schedule of Events:** All functions must have a beginning and ending time. All functions must end no later than 12:30a.m. and all banquet rooms must be vacated by 1:00 a.m. Please adhere to the times agreed upon. Should your time schedule change, please contact the catering office and every effort will be made to accommodate you.

**Banquet and Meeting Rooms:** Space has been reserved for your event according to your agenda and expected participants. Your contract has been negotiated based on your program's entirety. Any modification may necessitate renegotiations of terms and / or reassignment of function space. Likewise, any anticipated increase or decrease in attendance must be communicated to the banquet center and every effort will be made to accommodate your needs. The Banquet Center will not permit affixing of anything to the walls, floors, ceilings, mirrors, or pictures without prior approval. Glitter, confetti and any type of fireworks are not permitted. Candles are permitted if encased in glass. All bands and Djs must be approved by Chisholm Hills and adhere to the following: last set finished by 12:30 a.m.; vacated by 1:00 a.m. No smoke or bubble machines are permitted.

**Food:** Your menu selection should be submitted to Chisholm Hills no later than two (2) weeks prior to your scheduled event. All food and beverage items must be supplied and prepared by Chisholm Hills. The only exception to this policy is the allowance of wedding cakes. Chisholm Hills does not allow outside catering. Chisholm Hills has full food and wait staff to accommodate your needs. If you choose not to purchase food, a \$3 per person charge will apply. Due to license restrictions, leftover food must not be removed from the premises. A 17% service charge is added to food and beverage sales and is subject to appropriate state and local sales taxes. Definite menu prices are guaranteed six (6) months prior to your function.

**Beverage:** Chisholm Hills as licensee is responsible for the administration, sale and service of alcoholic beverages, in accordance with the prevailing liquor statutes. It is a policy that all liquor, beer, and wine be supplied by Chisholm Hills. It is further our policy to require identification of all guests attending a function serving alcoholic beverages. All prices are subject to the applicable taxes and a 17% service charge. For every five hour period on a per bar basis, a bartender fee of \$75.00 per bartender will be charged unless a \$250.00 bar minimum is met. All hosted bars are subject to applicable sales tax and a 17% service charge. All bars will close no later than 12:30 a.m. Chisholm Hills does not serve "shots" or "shooters". Chisholm Hills reserves the right to discontinue alcohol service to any guest.

**Audio / Visual:** A wide selection of audio-visual equipment and services are available. Arrangements must be made through our Catering office and rental fees apply to most equipment.

**Liability:** Chisholm Hills reserves the right to refuse any booking, at its sole discretion, if it considers inappropriate or inconsistent with the well - being or reputation. We further reserve the right to inspect and control all functions held on the premises. No guests are permitted to wander onto the golf course. It is the lessee's responsibility to control all invited guests. Smoking is only permitted in the outside patio areas. The lessee is responsible and shall reimburse Chisholm Hills for any damages and/or loss of incurred by the lessee's guest's, and / or by any persons or organizations contracted by the lessee to provide services or goods before, during and after the event. Chisholm Hills Golf Club will not be held responsible for the damage or loss of any merchandise or personal articles left on the premises during, prior to, or following the event.

## ROOM FEES AND CAPACITIES

Room	Fee		Capacity
	Friday-Saturday	Sunday-Thursday	
Lodge	\$200	\$125	75
Tee Side	\$600	\$400	150
Green Side	\$700	\$450	225
Total Area	\$950	\$625	400