

# Special Event Terms & Condition

Client: \_\_\_\_\_ email: \_\_\_\_\_

Reservations Event Date: 04/07/22 Phone# \_\_\_\_\_

Room: Paladine Room

Bridal Room Time \_\_\_\_\_ (included with purchase of ceremony site)

A deposit of \$250.00 is required at the time of booking an event. This deposit is non refundable and will be used for any additional guest, extra time, and or damage to the facility. If none occurs your deposit will be refunded within 5 business days of your event in the same form of payment Initial X \_\_\_\_\_

## Guarantee:

Guarantee number of guests 50 OR package subtotal minimum \$942.00 Initial \_\_\_\_\_

Guarantee Ceremony Reservation \$950 Initial X \_\_\_\_\_ N/A \_\_\_\_\_ Start Time: \_\_\_\_\_

## Deposits, Payments, & Cancellations:

25 % of your guaranteed minimum required 4 months prior to your event Date \_\_\_\_\_ N/A \_\_\_\_\_ INITIAL  
Date: Amount Due: \$ Cancellations after 4 months of function date will forfeit all pre-payment above deposit amount

50 % of your guaranteed minimum required 3 months prior to your event Date \_\_\_\_\_ N/A \_\_\_\_\_ INITIAL  
Date: Amount Due: \$ Cancellations after 3 months of function date will forfeit all pre-payment above deposit amount

100 % of your guaranteed minimum required 1 month prior to your event Date \_\_\_\_\_ N/A \_\_\_\_\_ INITIAL  
Date: Amount Due: \$ (including tax & gratuity)  
Cancellations after 1 month of function date will forfeit all pre-payment above deposit amount

Final Count and Full payment are required TEN (10) days prior to your event \_\_\_\_\_ INITIAL  
Date: 3/28/22

Any payments made less than 10 days prior to the event are subject to 5% late fee. \_\_\_\_\_ INITIAL

Final Count automatically becomes your guarantee and cannot be reduced or refunded. In the event of non-payment, Hidden Valley Golf Club reserves the right to cancel the event and you forfeit all deposits. We accept cash, check, or credit card. A 3% surcharge will be added to credit card payments. Not Debit

ALL CANCELLATIONS MUST BE IN WRITING \_\_\_\_\_ INITIAL

In case in the act of God, Believe Always inc. will not be held liable for any cancelled events. The client will be refunded any and all deposits and will not pursue any legal action

### **Security:**

*Hidden Valley Golf Club requires private security personnel for any event in which the anticipated guests under the age of 18 exceeds 25, or the anticipated adult guest are over 100, and an open bar is provided.*

**Initial X**\_\_\_\_\_

## ***Special Event Terms & Conditions Continued:***

### **Alcoholic Beverages:**

*The staff at Villa Amalfi/Hidden Valley Golf Club in accordance with all Federal, State & Local Laws must sell & serve all alcoholic beverages. Any and all alcoholic beverages must be purchased through Villa Amalfi. All alcoholic beverages must be consumed inside the building or on the bar patio only. Any alcoholic beverages not purchased from the club and brought into the premises will be confiscated and discarded. In accordance with the laws of the State of California, no one under the age of 21 is allowed to consume, purchase or have in their possession at any time, any alcohol of any kind while in the club or on the club property (including but not limited to the parking lot). If anyone under the legal age of 21 is drinking alcohol of any kind, the management has attempted to have them stopped, to no avail, the bar will be closed and all banquet and catering services will be stopped without liability.*

**Initial X**\_\_\_\_\_

### **Liability:**

*Villa Amalfi is not responsible for the loss or damage of personal property brought onto the premises. Villa Amalfi/Hidden Valley Golf Club reserves the right to exclude or eject any and all objectionable persons from the event or the premises without liability. The contracted party assumes responsibility for any and all damage caused at the facility or on the property by its host's, guest, or invitees will not be allowed to roam and loiter outside the premises (including the golf course and parking lot), except in the designated bar patio. Villa Amalfi reserves the right of inspect and control all private functions. Liability for damage to the premises will be the responsibility of and charged to the sponsoring person or organization. The party in charge is responsible for the conduct of all who attend.*

**Initial X**\_\_\_\_\_

### **Service Charge, Tax, & Surcharge**

*All prices shown are subject to a customary 22% service charge and current California sales tax. 3% surcharge will be added to subtotals for payment by credit, not debit*

**Initial X**\_\_\_\_\_

### **Linen:**

*Floor Length linen is included in all non-discounted wedding packages. Standard linen is provided for all other packages. Specialty linen and chair covers are available upon request at an additional cos*

# Special Event Terms & Conditions Continued:

## Time Restrictions

The Banquet room is available 2 hours prior to your contracted start time & 1 hour after your contracted ending time for clean up

Anything over is \$500.per hour plus tax and gratuity and will be deducted from your deposit.

Event start time 6:00pm ending at 9:00pm

Ceremony time:N/A

Initial X\_\_\_\_\_

## Food & Beverage:

Villa Amalfi/Hidden Valley Golf Club will arrange all food & beverage services with the exception of specialty cakes. All Federal, State & local laws pertaining to food & beverage purchases and consumption are adhered to strictly food. Food provided for your event by the club is not allowed off the premises unless otherwise an arranged catered event. Your cooperation with the staff is appreciated. The buffet will be presented for 1.5 hr. Food that is not consumed at the time of your event may not be taken to go. Health Department rules and regulations require Believe Always to maintain temperature.

**Decorations:** No candles are allowed inside the clubhouse or outside on the ceremony site. Decorations approved by the club may not be scotch taped or tacked to the walls. Nothing may be stuck to the walls with any sort of adhesive whether it states non-damaging or not. No painting or any current décor may be removed from the walls banquet facility, bridal room, restaurant, or restrooms. Bubbles are allowed outside in the wedding ceremony area. No artificial flower petals outside or on the ceremony site. Subject to \$50-\$800 charge will be deducted from your deposit.

Initial X\_\_\_\_\_

## Additional Rates:

The following fees may or may not pertain to your function:

Cake Cutting/additional food items brought in \$2 pp (if provided by client)

Ceremony Site \$950

Additional Hours \$500

AV Equipment \$150

## **Acceptance of Terms & Conditions**

I have read the terms and conditions for events at Hidden Valley Golf Club & I agree to all terms and conditions for my event booked 04/07/2022 (Date). Unless otherwise amended on the Original Banquet Contract. I authorize all charges to my credit card that pertain to contracted items.

X\_\_\_\_\_Date

(Signature of responsible party)

## Photo Consent

I, \_\_\_\_\_ grant permission to Villa Amalfi & Hidden Valley for the use of photograph(s)

Or electronic media images as identified below in any presentation of any and all kind whatsoever. I understand that I may revoke this authorization at any time by notifying Villa Amalfi in writing. The revocation will not affect any actions taken before the receipt of this written notification. Images will be stored in a secure location and only authorized staff will have access to them.

Image (s) but not limited to : Décor, bride, groom, guest of honor, action shots

X \_\_\_\_\_ Date \_\_\_\_\_

*(Signature of responsible party)*



# Event Proposal

Site Tel (951) 316-8224	Event Date 4/7/2022 (Thu)	Telephone (951) 316-8224		Event # E07034
Address		Booking Contact ,	Site Contact ,	Guests

## Venue

Description	Arrival	Start	End	Serving	Departure	Banquet Room	Setup Style
	NA	6:00 pm	9:00 pm	NA	NA		

## Food & Service Items

Food/Service Items	Price	Qty	Total
<b>Team Package</b>	18.84	50	942.00
<b>House salad or Caesar salad</b>			
<b>Buffet Selections</b>			
<b>Pollo Parmigiana</b>			
<b>Fettucine Alfredo</b>			
<b>Seasonal Vegetables</b>			
<b>or</b>			
<b>Pasta sampler</b>			
<b>Lasagna</b>			
<b>Fettucine Alfredo</b>			
<b>Rigatoni Amalfi</b>			
<b>(basil, tomatoes &amp; garlic)</b>			
<b>Banquet facility 4 hours</b>			
<b>Beverage Station</b>			
<b>Coffee, Tea, &amp; Soft Drinks</b>			
<b>Standard Linen</b>			
<b>Sales Tax</b>			
<b>22% Gratuity</b>			
<b>\$25.pp</b>			
<b>AV equipment</b>	150.00	1	150.00
Speakers			
Projector			
Microphone			
Podium			
<b>Security Deposit</b>	250.00	1	250.00

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	942.00	0.00	0.00	150.00	0.00	0.00	250.00	1,342.00
Service Charge	207.24	0.00	0.00	33.00	0.00	0.00	0.00	240.24
Taxes	100.56	0.00	0.00	16.01	0.00	0.00	0.00	116.57
Total	1,249.80	0.00	0.00	199.01	0.00	0.00	250.00	1,698.81