



Date: _____ Event # _____

Day and Date of Event: _____

Type of Function: _____

Organization Name: _____

Sponsor: _____

Bill to: _____ Home Ph.# _____

_____ Work Ph.# _____

_____ Fax Ph.# _____

_____ E-Mail Add. _____

Estimated Number in Party: _____ Minimum Guaranteed: _____

The Function Sheet stating food and beverage arrangements pertinent to this Contract and approved by the authorized agent shall become part of this Contract. Terms and provisions appearing on page two and three are a part of this Contract.

Payment Schedule

- a. A deposit of _____ has been received and will be applied as credit toward the total cost of the event. Cancellation of the event will forfeit Deposit.
- b. A deposit of _____ is due on _____ based on the estimated number of people.
- c. Balance due shall be paid on the day upon completion of the function. Any other billing arrangements shall be pre-approved and included herewith in this contract. For those events which require billing arrangements an additional deposit of _____ is due on _____.
- d. All payments must be by cash or check. No credit cards or two-party checks are accepted.
- e. Final amount due is subject to audit by Aurora Country Club's accounting Department. If necessary, you will be notified of any corrections as soon as possible after the event. If additional monies are due, it is due and payable with ten (10) days of notification.

All arrangements for functions shall be subject to the following which is an integral part of the contract:

Aurora Country Club

www.auroracc.com

1548 West Prairie

P.O. Box 278

Aurora, Illinois 60506

Phone: (630) 892-4281 • Fax: (630) 892-7447

Banquet Contract

1a. Guarantee Food and Beverage:

Aurora Country Club is prepared to serve 5% in excess of number guaranteed. Should the guarantee be increased, Client must notify Aurora Country Club at least five (5) days prior to the date of the function.

1b. If the guarantee is decreased at any time other than the five (5) day period prior to the function, and the reduced guarantee is lower than the minimum guarantee, a _____ per person surcharge shall be due for the difference between the new guarantee and the minimum guarantee. (Minimums refer to the adult package price.)

2. Aurora Country Club reserves the right to reassign the banquet rooms based upon the expected attendees and changes in guarantees.

3. The catering prices are subject to an increase of no more than 5% per annum based on current menu prices at the time of the event.

4. For events with tax exempt status, Aurora Country Club must be in receipt of a copy of the client's tax exempt letter from the Illinois Department of Revenue at time of signing of this contract.

5. Any changes from the menu listed on the contract shall be submitted to Aurora Country Club, in writing, for approval no later than five (5) days prior to the date of the function.

6. Food or Liquor may not be brought to and consumed on Aurora Country Club property.

7. All food and beverage must be consumed in the banquet facility at Aurora Country Club. Any excess food or beverage not consumed may not be removed from the property or packaged "to go."

8. There will be an overtime charge for staffing if the party exceeds the ending time stated in the contract. This charge will be \$500.00 per (1/2) hour of overtime. There may be additional charges for any food and beverage ordered during this overtime.

9. Providers of services, equipment and supplies, who are not employees of the Club and who propose to render contractual services in the Club, are subject to approval by Club management prior to commencing work on Club premises.

10. All entertainment must be set up prior to the start of the function. Any additional charges for the set up are the responsibility of the client.

11. Aurora Country Club reserves the right to adjust the volume of any music or entertainment at their discretion.

12. Aurora Country Club reserves the right to inspect and control all functions and to implement such procedures as are deemed reasonably necessary in connection with the Function.

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13. Banquet guests are only allowed in the banquet rooms contracted for the party.

14. Banquet guests are not permitted in other areas of the building such as: locker rooms, food and beverage outlets and golf areas, both inside and outside.

15. The undersigned is hereby held responsible for damages to any personal and real property caused by the Client their guests or contractors. Aurora Country Club assumes no responsibility for any personal property, whether delivered to Aurora Country Club by the Client, his agent, or other third parties.

16. In the event Aurora Country Club shall be unable to perform any of its obligations under the contract for reasons beyond its control, (such as fire or other serious damage, strikes, acts of God, or any unavoidable casualty) Aurora Country Club shall have the right to refund money paid by the client and cancel the function without penalty.

17. Proper business attire is required in Aurora Country Club. Any questions or concerns regarding Aurora Country Club's dress code should be directed to the Director of Catering.

18. Any written material prepared by the client using Aurora Country Club's name must have prior written approval of the management.

19. If this contract is signed on behalf of a corporation, partnership, Limited Liability Company or other business organization, the undersigned represents and warrants that such signatory has been duly authorized to sign this contract on its behalf. IN ADDITION, THE UNDERSIGNED SIGNATORY, HAVING A FINANCIAL OR OTHER INTEREST THEREIN, HEREBY INDIVIDUALLY AND PERSONALLY GUARANTEES THE FULL AND PROMPTS PAYMENT OF ALL AMOUNTS WHICH BECOME DUE UNDER THIS CONTRACT. In the event that Aurora Country Club is required to initiate legal proceedings in order to collect sums due hereunder, it shall be entitled to the award of all amounts so expended, including reasonable counsel fees and costs.

Accepted and Guarantees by Client:

Name Title Date

Aurora Country Club, Inc.

(Catering consultant)

Name Title Date

Aurora Country Club

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