



EVENT CONTRACT

Eagle Hills Golf Course
605 N. Edgewood Lane • Eagle, ID 83616
208.939.0402

CONTACT INFORMATION

Name(s)/Hosting Party _____
Company/Professional Organization (if applicable) _____
Primary Phone _____ Secondary Phone _____
Email _____
Address (used for deposit return) _____
City _____ State _____ Zip _____
Deposit Return (if any) Made Out To _____

EVENT INFORMATION

Date _____ From _____ To _____
Event Type _____ Estimated Guest Count _____
Reception/Banquet Location _____ Ceremony Location (if applicable) _____
Additional Information _____

FACILITIES

Cedars Banquet Room (indoors)

Friday, Saturday and Holidays, May through September \$1,695 _____
Friday, Saturday and Holidays, October through April \$1,295 _____
Sunday through Thursday, year round \$1,295 _____
Wedding ceremony year round \$700 _____

Rose Garden Pavilion (outdoors)

Banquet event or wedding reception year round, weather providing \$1,695 _____
Wedding ceremony year round, weather providing \$700 _____

Waterview Pavilion (outdoors)

Wedding ceremony, cannot be guaranteed until 30 days prior \$995 + \$5/person _____

Eighteen One Restaurant (indoors, winter only)

Private banquet event \$500 _____

Facility rental includes tables and chairs for up to 200 guests; additional guests are subject to added facility and staffing fees.

SIGNATURE

How did you hear about events at Eagle Hills? _____

I have paid a \$550 non-refundable deposit to secure the date of my event and agree to pay all additional room rental, food, beverage and service charges in accordance with the terms and conditions listed on the back of this contract.

Signed _____ Date _____

TERMS AND CONDITIONS

- _____ Initial
1. **Deposit.** A \$550 deposit is required to secure the date of your event. This deposit is nonrefundable in the event of cancellation. Providing the event takes place it will be refunded within two weeks after the event, less any additional charges that arise or non-routine clean up required by Eagle Hills staff. Non-routine clean up is billed at \$100 per hour.
- _____ Initial
2. **Catering.** All food and beverage must be purchased through the Eagle Hills' catering department with a required minimum food and beverage expenditure of \$25 per person. A 20% service charge and Idaho sales tax will be applied to all catering selections. No food is allowed from outside sources with the exception of wedding cakes and guest favors. Eagle Hills will not transport wedding cakes and is not responsible for cake left at the premises. Buffet service may last a maximum of two hours and no food is allowed to leave the event.
- _____ Initial
3. **Menu & Guest Count.** Menu selection and a guaranteed count are due two weeks prior to the event. Within two weeks of the event, the guaranteed guest count may not be reduced, but can be increased up to one day before with food costs subject to market price. Menu prices are subject to change, and prices are not guaranteed until a selection has been submitted. You will be charged for the guaranteed count or the actual count, whichever is greater.
- _____ Initial
4. **Bar Service.** Alcoholic beverage service requires a \$200 set up fee. Guests may purchase their own or beverages may be hosted (full or partial host) with a 20% service charge and Idaho sales tax will be applied. It is a strict violation of the Eagle Hills' liquor license to consume any alcohol on the premises that was not purchased through Eagle Hills. The hosting party will be subject to a \$50 fee per item for any alcoholic beverage found that was not purchased through Eagle Hills, including those found in bridal dressing areas. Eagle Hills reserves the right to confiscate outside alcohol and dismiss any guest who violates liquor policy. All guests consuming alcohol require identification on the premises. Please see Liquor Policy Addendum for further explanation of policies.
- _____ Initial
5. **Event Space.** Events are allotted 4.5 hours with a \$200 charge for every additional hour. Wedding ceremonies include an additional 30 minutes of event time. Unless otherwise noted, events may begin after 5:00pm and must conclude by 10:00pm outdoors and 12:00am indoors. Rental fees include an additional two hours prior to the start of the event for decorations and/or pictures and one hour afterward to remove items brought in by the hosting party. Tape, nails, tacks, staples, fake flower petals left on the ground, rice, glitter and confetti are prohibited. All decoration and application must be approved prior to the event. Eagle Hills reserves the right to restrict decorations that may cause damage. Guests will confine themselves to the specific areas rented and are not to interfere with golfers or patrons in the restaurant.
- _____ Initial
6. **Payment.** Full payment for all charges, with the exception of certain beverages, is required one week prior to your event. If payment is not made on time, Eagle Hills reserves the right to cancel the event or subject the unpaid balance to an interest rate of 5% until payment is made in full. Prices are not guaranteed until a contract is signed and submitted. Hosted beverage not paid for in advance of the event require a credit card on file prior to the start of the festivities.
- _____ Initial
7. **Cancellation.** This agreement may be cancelled upon written notice from the hosting party. The following amounts are to be paid as liquidation damages in the event of cancellation. Anticipated gross revenue will include the room rental, food costs, and any other additional service fees previously agreed upon. Any prepayments made above what is owed to Eagle Hills as described below in the event of cancellation will not be refunded.
- Cancellation **prior to two months** in advance of the event, the entire deposit will be retained.
 - Cancellation **less than two months** in advance of the event, the entire deposit will be retained and room rental charged.
 - Cancellation **less than two weeks** in advance of the event, 100% of anticipated gross revenue will be charged.
- _____ Initial
8. **Property.** The hosting party is responsible for any property damage to the premises and equipment during their scheduled event. All items brought in by the hosting party and/or guests must be removed at the conclusion of the event. Eagle Hills is not responsible for any loss or damage to your property that happens on the premises.
- _____ Initial
9. **Indemnification.** To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless Eagle Hills Golf Course, its owner(s), respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fine, and costs (including reasonable attorney fees), arising out of or connected with your function, except those claims arising out of the negligence or willful misconduct of the golf course. The parties agree in the event that any dispute arises in any way relating to or arising out of this contract, the prevailing party in any arbitration or court proceeding will be entitled to recover an award of its reasonable attorney's fees.
- _____ Initial
10. **Rain Contingency/Acts of God.** Outdoor events may be moved inside for no additional fee if notice is provided by 9:00am the day before the event via email to cradcliffe@eaglehillsgolfcourse.com. Notice after that time will result in an additional \$450 set-up charge and may result in the inability to properly set-up all aspects of the event. Eagle Hills is not responsible for cancellation prior to or during an event due to weather or other acts of god.
- _____ Initial
11. **Amendments/Changes.** Any amendments or changes to the arrangements described in this contract must be made in writing, signed by both the hosting party and Eagle Hills Golf Course.

I have read, understand and agree to the above terms and conditions.

Hosting Party

Date

Eagle Hills Golf Course Event Manager

Date

EVENT TIMING

ADDENDUM

Events and receptions are allotted 4.5 hours starting from the scheduled guest arrival time until the time the guests are scheduled to leave. If a wedding ceremony is onsite in addition to a reception, an additional 30 minutes of event time is allotted bringing the total to five hours.

Rental fees also include an additional two hours prior to the start of the event for decorations and pictures and one hour afterward to remove items brought in by the hosting party. If the bridal suite is rented the suite is also available two hours prior to the start of the event.

Unless otherwise agreed upon in writing, event time may begin after 5:00pm and all activity must conclude by 10:00pm outdoors and 12:00am indoors. The noise ordinance of the city of Eagle prevents amplified music after 10:00pm. If an indoor reception is scheduled to run past 10:00pm the music may have to be turned down to as not violate the noise ordinance. The appropriate volume level is at the sole discretion of Eagle Hills staff and we reserve the right to turn off or turn down music at any time during an event, prior to or after 10:00pm.

If the hosting party would like to purchase additional time then it must be arranged two weeks prior to the start of the event. Adding time the day of the event is not allowed. Additional setup and bridal suite time prior to an event is billed at \$50 per hour and additional time during an event is billed at \$200 per hour.

THE HOSTING PARTY, VENDORS, GUESTS AND ANYONE ELSE AFFILIATED WITH THE EVENT MAY NOT ARRIVE PRIOR TO THE SCHEDULED TIME AS COORDINATED TWO WEEKS PRIOR TO THE EVENT WITH EAGLE HILLS STAFF. If anyone shows up prior to the scheduled set up and/or bridal suite time he or she will not be allowed on the premises. The facilities will not be ready, staff will not be onsite and the building may be locked and closed. The hosting party may be subject to additional fees as outlined above if the scheduled start and end times are not followed.

Sample Time Line for a Wedding with a 5:00pm Ceremony and Reception Following

This is a sample only. Eagle Hills management will assist you in completing a custom timeline at least two weeks prior to your event.

3:00pm	Two hours prior to the start of the event, the hosting party, bridal party, vendors and those assisting with setup may arrive onsite to set up decorations, audio/visual equipment, displays, etc. If the bridal suite is rented it will be available to the bride and bridesmaids at this time. Photographs may be taken in the Rose Garden area at this time as well. Guests should not be arriving this early as Eagle Hills staff will be setting up place settings, buffet lines, the bar service and other beverages.
4:40pm	The first guests should begin to arrive. Photographs in guest areas should be finished by this time so the guests do not see the bridal party before the ceremony.
5:00pm	The scheduled wedding ceremony. We recommend starting about 10 minutes late (5:10pm) so guests are not showing up during the processional and ceremony.
5:20pm/5:30pm	Additional photographs following the ceremony and cocktail hour for guests typically happen at this time. This is a good time for appetizers and beverages to be available. If you would like non-alcoholic and/or alcoholic beverages available prior to the ceremony starting at 4:40, it can be arranged prior to the event.
6:30pm	Dinner service. A grand entrance is typically scheduled during this time just prior to dinner and the bride and groom are then the first to eat. If you are planning a food blessing or first dance before dinner, this can be scheduled in advance as well.
7:15pm	Toasts.
7:20pm	First dance and parent dances. Open dancing by the guests to follow.
8:00pm	Cake cutting. It is also perfectly normal to have the cake immediately after toasts and prior to the first dances. It's up to you if you would like to have cake early or let guests dance a bit prior to cake service.
8:10pm	More open dancing. If you are planning a bouquet and garter toss, an anniversary dance, shoe game, etc., your DJ will typically facilitate them between this time and 9:00pm at his/her discretion.
9:30pm	Last call at the bar as we do not serve alcohol within 30 minutes of the end of the event.
9:55pm	DJ announces a last song. No amplified music is allowed outdoors after 10:00pm.
10:00pm	End of the event. The guests will leave and you may begin gathering up your decorations and other personal property. Your vendors may begin taking down their items. Eagle Hills staff will start breaking down and putting away linen, tables, chairs, etc.
11:00pm	All property of the hosting party, guests and vendors must be removed by one hour after the end of the event. All people associated with the event other than Eagle Hills staff members should be gone from the premises by this time as well.

I have read, understand and agree to the above terms and conditions.

Hosting Party

Date

Eagle Hills Golf Course Event Manager

Date

LIQUOR POLICY

ADDENDUM

To ensure the safety of your guests, our employees and Eagle Hills Golf Course we adhere to a strict alcoholic beverage policy. As the host of the event it is your responsibility to be aware of our policies and the potential liability regarding alcoholic beverages.

1. **Outside Alcohol.** It is a violation of liquor policy to consume any alcoholic beverage on premise that was not purchased through an Eagle Hills employee. This is imperative to allow our staff to monitor the age and level of consumption of each guest and provide a safe event environment. The premises include the building and bridal suite, parking lot, outdoor grounds and all other areas on the property.

The DJ/emcee for all events will provide an announcement regarding this policy through the direction of the Event Manager.

First Offense:

A verbal warning will be issued to the individual violating policy and the hosting party will be informed of the violation.

Second Offense:

Any individual(s) violating this policy after a verbal warning and public announcement have been issued, (whether the initial offender or not) will be asked to leave the premises. If a staff member finds the individual(s) to be visibly intoxicated he/she will be asked to utilize a cab service. If the guest(s) refuses a cab we reserve the right to notify authorities of the potential danger. If a guest is asked to leave and refuses to vacate the premises we also reserve the right to notify authorities and have the individual(s) escorted from the property. The hosting party may be fined \$50 per item for each alcoholic beverage found that was not purchased through Eagle Hills Golf Course.

2. **Identification.** All guests consuming alcoholic beverages must be 21 or older and have a valid form of identification onsite. Any underage guest found consuming alcoholic beverages may be asked to leave the premises through a cab service. If a cab is refused the authorities will be notified.
3. **Safe Environment.** Eagle Hills management may deem an event to be unsafe and to ensure the protection of guests and our property may choose to suspend alcoholic beverage service at any time, for any reason. The suspension may last as long as 30 minutes or to the completion of the entire event.

In the extreme case where an event is deemed unsafe and suspending beverage service does not remedy the situation the event will be shutdown, with no refund to the hosting party. Police officers will be called to the premises.

Reasons for an unsafe environment could be due to, but are not limited to, the following:

- Too many guests bringing their own alcoholic beverages.
- Visible over-intoxication of multiple guests.
- Physical violence.
- Damage to property.

4. **Last Call:** Alcoholic beverage service will conclude 30 minutes prior to the scheduled end of the event.

I have read, understand and agree to the above terms and conditions.

Hosting Party

Date

Eagle Hills Golf Course Event Manager

Date