

EST. 1991

FOXCHASE WEDDINGS

Wedding Deposit Contract



Contact Name: _____

Foxchase Representative: _____

Contact Name: _____

Event Address: 300 Stevens Rd, Stevens, PA, 17578

Contact Address: _____

Representative Phone: (717) 336-3673 Ext. 2

Representative Email: events@foxchasegolf.com

Contact Phone: _____

Today's Date: _____

Contact Email: _____

Date of Wedding: _____

Day	Date	Time Frame	Function	Location
		9 am	Venue Opens	Pav
		5 Hours	Reception	Pav
		1 Hour	Tear Down	Pav

Due Dates

Deposit & Contract Signing: At time of booking

Floor Plan: no later than 10 days prior to event

Guest Count: no later than 10 days prior to event

Total Balance: no later than 10 days prior to event

Please initial each page of this contract and sign page 3 after reading over the terms and conditions.

Terms & Conditions

Definitions:

As used herein the following terms shall have the following meanings:

Event: the banquet, reception or other private functions forming the subject of this agreement

Foxchase: Foxchase Golf Club, the event facility

Operator: Foxchase Golf Club Representative

Patron: the person, corporation, entity, organization or association contracting with the operator for the event

Deposit/ Payment Policy:

The terms of this contract state that the patron acknowledges that all monies paid are **non-refundable**.

- A \$1,000.00 deposit is required for any wedding event upon signing of the contract.
- Final payment must be made no later than **ten calendar days** prior to your event with guaranteed funds, such as: debit card, credit card, certified check, cashier's check, cash, or money order. The payment will be credited to the account at the time of final payment. In cases where a balance is due on the date of the event because of last minute adjustments, you will be presented with a detailed bill and payment will be required that day.

Date Changes

In the event the Client is forced to change the date of the event every effort will be made by Foxchase to transfer reservations to support the new date. The Client agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the Client.

Additional Fees:

- *Service Charge:* A 20% service charge is applied to the total beverage invoice.
- *Sales Tax:* In addition to all event charges, the patron agrees to pay all applicable Pennsylvania State Taxes and other taxes which may be imposed. Tax exempt groups must provide completed official documentation.
- *Cleaning Fees:* Under certain circumstances some parties may require a separate clean up fee for the loss or damage of Foxchase property.
- *Special Orders:* Any special order for beverages must be requested by the patron and processed by the operator by no later than **thirty calendar days** prior to the event date.
- *Price Increase:* Prices quoted herein are subject to proportionate increases to meet increased costs of suppliers or operations at the time of the Event due to increased costs of commodities, labor, taxes, service charges or currency values subsequent to the signing of this agreement and patron agrees to pay such increased prices or allow the operator to make reasonable substitutions for menu items.

Final Counts:

- All beverages which are sold on a per person basis require, from the patron, the confirmed number of guests attending. This number must be given no later than **ten calendar days** prior to the event. The patron's final invoice will be based on either the actual number of guests at the event or the final guest count given ten days prior to the event, **whichever is higher**. If the guest count is not delivered by the patron to the operator in the proper time frame, the operator will consider the number of guests expected as the maximum number indicated on the event order.
- In the event that more guests arrive than what were originally planned for, you must coordinate with the operator to update the seating chart for the additional guests.

Provision of Food:

All patrons are required to book from our preferred vendors list, unless given special written permission by Foxchase. All food must be supplied by a licensed and insured vendor. All vendors who supply \$5,000 or more of service for you must provide a certificate of liability insurance naming Foxchase Golf Club as an additional insured. This certificate must be provided to Foxchase at least four weeks prior to your event.

Provision of Alcohol:

No outside alcohol is to be permitted. In accordance with Pennsylvania Liquor Control Board, no alcohol may be brought on to the premises. All alcohol must be purchased, handled, and served through Foxchase and its staff. Foxchase does not allow 'shots' of any alcoholic beverage.

Terms and Conditions Continued

Excused Non-Performance:

If for any reasons beyond its control including but not limited to strikes, labor disputes, accidents, government requisitions, restrictions or regulations on travel, commodities or supplies, acts of war, extreme inclement weather, or the operator or Foxchase is unable to perform its obligations under this agreement, such non-performance is excused and the operator may terminate this agreement without further liability of any nature, upon return of the patron's deposit. In no event shall the operator be liable for consequential damages of any nature for any reason whatsoever.

Conduct of Event:

The patron shall conduct the event in an orderly manner in full compliance with applicable laws, regulations and Foxchase rules (these rules/ terms are noted below). Patron assumes full responsibility for the conduct of all persons in attendance and for any damage done to any part of Foxchase's premises during any time such premises are under the control of the patron, or the patron's agents, invitees, employees or independent contractors employed by the patron. The patron hereby indemnifies and holds harmless the operator and Foxchase, against any and all claims, liabilities or costs (including reasonable attorney's fees or whether by reason of personal injury or death or property damage or otherwise) arising out of or connected with the event of this agreement, caused by the negligence of the patron, or any guest, invitee or agent of the patron or any independent contractor hired by the patron. Furthermore, the patron agrees that they will not permit the consumption of alcoholic beverages at the event by any person less than twenty-one years of age and agrees to cooperate fully with the operator to enforce this rule. Foxchase may terminate, without refund, any event in violation with the law. Furthermore, the patron agrees to reimburse the operator/ Foxchase for any costs incurred as a result of this termination.

- Your function must be conducted in an orderly and lawful manner. Foxchase reserves the right to terminate your function if it believes that your function is not being conducted in an orderly and lawful manner. Intoxicated persons will not be served alcohol and may be removed from the premises.
- Foxchase is not responsible for any lost, stolen or damaged articles left on the premises prior to, during, or following any event.
- All decorating and removal of decorations is the responsibility of the renter, and decorations must be removed immediately after the function, unless other arrangements are made with management. If items are left on the premises, after scheduled rental times, they will be considered forfeited by the client, and belong to the property of Foxchase.

Patron Duties:

You are required to provide Foxchase with the following information in writing 30 days prior to your event:

- Start time of the event
- End time of the event (note that all weddings must end by 10pm)
- Provide all vendor names and contact information of all the vendors and professionals that will be providing services (ex: Limousine, DJ, Florist, ect..) So that Foxchase may contact them and coordinate access and arrival time.
- General timeline of event
- Guest Final attendance numbers
- All plans and designs for any exhibitions or displays that you propose to stage or present during your function shall be provided to and shall be approved by Foxchase at least one month prior to your function.

Use of the Property:

Use of Foxchase's property and facilities by the patron or the patron's guests (other than the patron's designated function space) is prohibited. Golf cart use is prohibited unless permission is granted by the operator.

- Parking: Under no circumstances are the patron or guests of the patron permitted to park in the employee parking lot. All event goers must park in the provided patron parking lot.
- The Kitchenette is to be cleaned after every use. No grease or oil is to be poured down the kitchen sink.
- **Events must end by 10pm, with the venue vacated by 11pm.**
- All event goers including the patron and any guests of the patron must be off the premises by no later than **11:00 pm** of the event date along with all items brought to Foxchase. Any items left on Foxchase property will be discarded.
- Use of confetti, glitter, faux flower petals or anything of this kind is not permitted on Foxchase property.
- Candles: All candles must be monitored, in a container, and only allowed under the covered venue space, not in the woods or surrounding areas. Battery operated candles are preferred.

- o No sparklers will be permitted to be lit on the premises at any time.
- o Photography is only allowed in the designated areas listed on the 'Available Photo Location Sheet' provided to the patron by the operator (attached below).

Consent of Pictures:

I, the Patron, grant to Foxchase Golf Club, the right to inquire and potentially use watermarked photographs from our photographer for strictly purposes of advertising and web content, e.g., Facebook, Instagram, local ads, The Knot, Wedding Wire, etc.

Private Event Restrictions:

Foxchase reserves the right to refuse any private event which violates its core values. We will review this agreement and your event requirements/requests within ten (10) business days and should, in our sole opinion, the event contradict those core values, we will cancel the event and refund any deposits in full.

Acknowledgment of Pricing & Fees:

I, the Patron, have reviewed Foxchase's current Wedding Information and acknowledge all pricing including taxes, gratuity, and other fees. I, the Patron, understand that due to market instability prices are subject to change and special orders are available upon request with a special-order fee. I, the Patron, understand that all special orders must be confirmed no later than thirty calendar days prior to the event date.

Patron Name (print): _____

Patron Signature: _____

Date: _____

Representative Signature: _____

Date: _____