



# Fox Ridge Golf Outing/Tournament Contract

This contract defines the terms and conditions under which Fox Ridge Golf Club and \_\_\_\_\_ (hereinafter the “client”) agree to the use of Fox Ridge Golf Club. This contract constitutes the entire agreement between the parties and becomes binding upon the signature of both parties. This contract may not be changed or amended unless executed in writing and signed by the client and Fox Ridge Golf Club. This contract shall be considered void if not signed and returned within two weeks of issuance.

## **Facility Terms & Conditions**

All outings/tournaments canceled 90 days prior to event will receive a full refund on all pre-paid items (Food, golf, drinks, etc.) All events canceled within two weeks of the event date, will still be required to pay 100% of the pre-paid items indicated within this contract or a Fox Ridge quote. Fox Ridge season passholders do receive the use of our SE and SW banquet room and patio at no charge but are required to pay for all other spaces available for rent.

Outings/tournaments are not guaranteed to have solo use of the bar, banquet or restaurant spaces unless specifically requested, reserved, paid for, and a signed contract exists. Clients must be respectful of all other events that could be taking place along with your event.

In the event the client wishes to change the date of the outing/tournament, every effort will be made by Fox Ridge Golf Club to transfer reservations in support of the new date. The client agrees that in the chance of a date change, all expenses including and not limited to the deposits and fees that are non-refundable are the sole responsibility of the client. The client further understands that last minute changes can impact the quality of the event and that Fox Ridge Golf Club is not responsible for any compromises in quality associated with the changes.

All guests are required within reason to stay within the booked and paid for room(s)/areas. Golf Course usage not depicted in signed event agreement will be charged accordingly. No unsupervised minors are allowed onto the golf course or putting green area.

The client agrees to pay for any damages to the property, grounds or equipment found after event. An invoice from Fox Ridge Golf Club will be issued within 48 hours after event. Damage payment will be expected to be paid in full one week after issue date.

## **Event Terms & Conditions**

Fox Ridge Golf Club has an onsite dedicated catering & serving staff; therefore, all food and beverage must be supplied by the property. No outside food and beverage will be allowed to be brought into Fox Ridge Golf Club. Exclusions include wedding cake, cupcakes, or mints. Please confirm with the event coordinator before bringing anything into the facility.

In compliance with our food/liquor licenses, all food and beverages must be consumed on the property. No food or beverages can be taken to go.

A \$250.00 fee will be charged to the client if alcohol is brought on premises by reserving party/company or their guests.

Final guest count for food is required 2 weeks prior to the event and will be the minimum attendee charge. Guests added after the required date could hold an additional charge. Guest count for golf is required 1 week prior to event.

A 20% gratuity will be added to the total final pre-tax invoice. This portion of the bill goes towards our wait staff and kitchen staff for drink & food service. Season passholders will still be charged this fee and it will be based on what the room rental would have been before their discount.

A 15% service fee will be added to the total final pre-tax invoice. This portion of the bill goes towards the set-up/teardown and cleaning of rental spaces before and after event. Season passholders will still be charged this fee and it will be based on what the room rental would have been before their discount.

Fox Ridge wants to make every event a special experience. Therefore, we will allow the client to prepare and decorate, reflecting their creative ideas. Any Fox Ridge items, or property must be moved or taken down by Fox Ridge staff only. All decorations must be removed without causing damage to our facility. No items may be hung from or attached to lighting fixtures & walls. Any damages found caused by securing decorations, the client will be assessed a replacement/cleaning fee.

If the client arranges for outside vendors to provide linens, decorations, chairs, or any other items you must notify Fox Ridge Golf Club prior to the event. A pre-determined time will be decided on both parties. Every effort will be made to allow set up to occur the day before the event and for breakdown to occur the day after your event. However, other functions are taking place at Fox Ridge Golf Club and could conflict with those efforts.

All children under the age of 16 must always be supervised by an adult. Children are not permitted to wander the grounds unattended without an adult. The golf course and range are strictly off limits unless being used for a wedding ceremony. Not pets are allowed on premises, unless a service dog is needed.

## **Payment Terms & Conditions**

Food payment is due two weeks before outing/tournament with final count.

Golf payment and any other additional charges are due one week before outing/tournament with final count.

Final payment is due at the end of outing/tournament. This is typically the open bar tab or other last minute additions.

**Client Information**

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Event Information**

Event Type: \_\_\_\_\_

Event Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

**Group Outing Rates:** *This includes golf & cart*

- 49-under - \$38/person
- 50+ - \$36/person
- Over 100 - \$34/person

**Event Room Rental:** *Includes use of tables and chairs, cocktail & Accessory Tables, & Staffing*

- South East Banquet Room (\$50/hr.) - \$ \_\_\_\_\_
- South West Banquet Room (\$50/hr.) - \$ \_\_\_\_\_
- Downstairs Lounge (\$100/hr. Mon-Thurs) - \$ \_\_\_\_\_  
(\$150/hr. Fri-Sun) - \$ \_\_\_\_\_
- Patio (\$50/hr. 10a-4p Mon-Sun) - \$ \_\_\_\_\_  
(\$30/hr. 4p-10p Mon-Sun) - \$ \_\_\_\_\_

**Food:**

**Notes:**

I have read the terms & conditions, and I agree to the contract stated above. Fox Ridge Golf Club, Hoff-Co  
lowa LLC agrees to reserve the above date for the client's event upon execution and return of this agreement  
including appropriate payments. The facility is available on a first come first serve basis to those clients  
satisfying this requirement.

Client Name (Print)\_\_\_\_\_

Date\_\_\_\_\_

Client Name (Sign)\_\_\_\_\_

Date\_\_\_\_\_

Fox Ridge Staff (Sign)\_\_\_\_\_

Date\_\_\_\_\_

**Thank You for Your Business!**