

**Peoria Ridge Banquet Center
Banquet Facility Rental Contract**

Thank you for your interest in the banquet facility at Peoria Ridge Golf Course. Our goal is to provide you with a state of the art facility in which to host your event.

Room Charges

	Weekday	Weekend
4 Hour Event	\$500.00	\$750.00

Weekdays are Monday through Thursday. Weekends are Friday through Sunday. Additional time is charged at \$100.00 per hour.

Room charge include use of linens.
(Peoria Ridge will provide black table cloths and black napkins.)

Bar Services _____ \$25.00/hour per bartender.
(The bar at Peoria Ridge Golf Course is open to the public. If you wish to have a bartender designated to serve your guests, then the bar service charge will apply.)

Kitchen facilities _____ \$100.00
(The kitchen at Peoria Ridge Golf Course includes refrigeration, freezer, prep area, cleaning facilities and some cooking facilities.)

China and glassware _____ \$2.50 per setting.
(If you would like to make a first class impression, Peoria Ridge offers premium Crestware china and Libbey glassware for rent. Each place setting includes a 14 ounce water/tea goblet, dinner plate, salad/dessert plates and silverware. Setup, bussing, and clean-up are included in the rental price.)

Coffee service _____ \$37.50
(Following dinner, your guests can enjoy a cup of piping hot Henderson Coffee. The self service station features a full bodied blend of premium coffee, premium crestware coffee cups with saucers, and assorted fixings. Serves approximately 50 guests.)

Water service _____ \$25.00
(Ice water served in 14 ounce Libbey goblets. Serves 100 guests.)

Tea Service _____ \$45.00
(Premium Henderson iced tea served in 14 ounce Libbey goblets. Serves 100 guests.)

Building Use Restrictions

Activities are to be confined to the banquet center itself. Use of any other areas must be approved in advance.

Activities are not to interfere with the operation of Golf Course or areas not specified in the attached worksheet.

No nailing, stapling or taping of linens or decorations to any surface.

No hay, hay bales, glitter, rice, bird seed, feathers or bubbles allowed in the facility.

All decorations not owned by PRGC must be removed from the premises on the day of the event unless previous arrangements have been agreed to by PRGC.

PRGC reserves the right to deny any activity or equipment which might damage the facility or its contents.

Renter will be provided with the opportunity to inspect the facility and denote any damages existing prior to their event.

Damage caused by the renter's caterer will be the responsibility of the renter.

Deliveries

No deliveries are to be made without prior approval from PRGC

Payment

A deposit of \$250.00 is required to confirm reservations.

The deposit will be applied toward the final balance.

Final payment for all charges is due no later than the end of the scheduled event.

Cancellation

After a signed contract has been received by Peoria Ridge golf course, cancellation requires written notice by the renter.

The full amount of the deposit will be refunded if cancellation is received more than 60 days prior to the event.

50% of deposit will be refunded if cancellation is received between 30 and 59 days prior to the event.

Deposit is forfeit if cancellation is received less than 30 days prior to the event.

User Agreement

Renter is responsible for any damages that occur to the facility as a result of the actions of themselves, their guests or any agencies contracted by the renter.

The renter agrees to hold harmless Peoria Ridge Golf Course and any of its affiliates for any accidents or injuries that might occur to themselves or their guests during the use of its facilities.

By signing this agreement the renter agrees to all of the terms included within this contract.

Peoria Ridge Representative

Date

Renter

Date