



**GOVERNORS CLUB**

***Club Member Function Contract***

A private party has been booked at the Governors Club to be charged to your Club account. It is the policy of the Club that a signed contract be received by the Club, 48 hours prior to the event. Please review the terms of the contract below, sign at the bottom and mail or fax back to the Club at your earliest convenience.

MEMBER NAME & NUMBER:

FUNCTION DATE:

TIME, PLACE & NUMBER ATTENDING:

**Conditions of Agreement**

1. Guarantees are required for all private parties. It is the host's responsibility to give the Catering Director a head count 48 hours (weekday) prior to the function. If a guarantee is not called in, the number expected will become the guarantee.
2. Charges for food are based on the guarantee or the actual number attending, whichever is greater.
3. A la carte or limited choice parties will be charged a no show fee if the actual attendance falls below the guarantee.
4. All food and beverage must be provided by the Governors Club. Due to availability of certain foods and beverages, prices cannot be guaranteed more than 90 days in advance. Due to liability reasons and state law, all food and beverage must be consumed on the Club's premises.
5. Due to liability and state law, all food & beverage must be consumed on the Club premises.
6. All food and beverage charges are subject to a 20% service charge and applicable sales tax.
7. Cancellation of set menu or limited menu functions must be made more than 48 hours prior to the function to not incur charges. Functions cancelled within 48 hours will be charged.
8. The Club assumes no responsibility for any personal article brought onto the premises.
9. Wedding & Rehearsal Dinners, Holiday Parties & Member Sponsored Events require a \$1,000 non-refundable deposit.

I have reviewed the Governors Club policies and I agree to the aforementioned rules and to the previous page containing the contract for all arrangements (menu, bar, all charges and guarantees and any other special details listed) for the planned event.

In order to keep in compliance with private club tax laws, we require one of the four following items to be checked and signed by the host member:

- \_\_\_\_A. This party will be paid for by me without reimbursement.
- \_\_\_\_B. I have been or will be reimbursed by my employer for all or part of the charges.  
Employers Name \_\_\_\_\_, \_\_\_\_\_%
- \_\_\_\_C. I have been or will be reimbursed by a Sponsored Member other than my employer. \_\_\_\_\_%
- \_\_\_\_D. Governors Club will be paid directly by the Sponsored Member.

Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Sponsored Member \_\_\_\_\_ Date \_\_\_\_\_

***Please return to Catering Department:: marlobraxton@govclub.com or fax 850.681.6957***