



General Function Agreement

Deposit

In order to secure the preferred date for your function, a non-refundable deposit is required in the amount of **Room Deposit** with the balance due after the event is held. The Club reserves the right to book any date until both the Country Club and the customer have signed a confirmed contract with the required deposit. Any cancellation after fourteen (14) days of signing the contract will result in the forfeit of the deposit. Deposits are not refundable or transferable.

Payments

Full payment of the scheduled function will be invoiced after the event. The Country Club will accept cash, checks, Visa/MasterCard and American Express for payments on functions.

Guarantees

A guaranteed attendance number is needed 7-days prior to the event. If no guarantee is received by the specified deadline, the initial expected attendance figure will be considered the guarantee and will be billed accordingly. The final guarantee is not subject to reduction. Please bear in mind that last minute changes hamper our goal of serving your guests properly.

Menu Selections

Banquet menus, room arrangements, menu splits and other details pertinent to your function need to be made fourteen (14) days prior to the function. If a split entrée selection has been chosen, your selections must be limited to two entrees and the price of the more expensive entrée will prevail for your total guest count. Limitations may apply to selected entrees. **Prices and items are subject to change.**

Taxes & Service Charge

All menu selections are subject to a 9% New Hampshire Room & Meals tax and a 23% service charge.

Room Fees & Assignments

The facility is made available to guests at a specific time for a total of six (6) hour period. Additional time is granted at a rate of \$100.00 per hour, if available and must be scheduled in advance. Active members receive a discounted rate on rooms for their personal functions such as, weddings, anniversaries, holiday and birthday parties. The Keene Country Club reserves the right to assign another room if the original estimate of guests is significantly altered.

Food & Beverages

The New Hampshire State liquor commission regulates all alcoholic beverage sales and services. The Keene Country Club, as a licensee, is responsible for adhering to these regulations. **Therefore, we cannot allow any liquor of any kind to be brought onto the club premises. Alcoholic beverages are not allowed outside of the building. Employees of the Keene Country Club must do the dispensing of all beverages. Proper ID is required for all alcoholic service to those patrons appearing 30 years of age and younger. The Keene Country Club reserves the right not to serve liquor to any guest at any time.** No prepared food may be removed from the premises. The removal of food from the premises of Keene Country Club is a violation of the New Hampshire health code.



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Security

Keene Country Club shall not assume any responsibility for the damage to or the loss of any merchandise or articles left at Keene Country Club prior to, during, or following any function. Please note Club policy prohibits staff members from handling client's gift cards.

Conduct

Clients of Keene Country Club assume responsibility for the conduct of all persons in attendance. Clients are also responsible for any property of Keene Country Club inadvertently taken or damaged by their guests.

Displays & Decorations

The use of confetti, birdseed, rice or similar items is prohibited. All displays and decorations must be pre-approved by Keene Country Club. No tacks, tape, string or wire is to be used without prior written consent from the Club. The Keene Country Club is a NON-SMOKING BANQUET FACILITY.

Prices

Prices quoted do not include a 23% service charge and the applicable 9% New Hampshire State Meals and Room Tax. **ALL PRICES ARE SUBJECT TO CHANGE.**

We want everyone to have an enjoyable time, but please know that if a guest knowingly and repeatedly violates the policies set forth in this agreement, we reserve the right to ask them to leave the premises.

Please read, sign and return this copy with your deposit. Any changes to this agreement must be made in writing and signed by the client and a representative of Keene Country Club. Thank you for choosing Keene Country Club for your event.

Name(s): _____

Address: _____

Phone (H) _____ (C) _____ (W) _____

Email Address: _____

Type of Function: _____ Room Requested: _____

Function Date: _____ Time: _____ Guest Count: _____ (See "Guarantees" above.)

In Contract With – Signature

Date

Keene Country Club Representative

Date