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Galen Hall Country Club, Inc. 2024 Event Contract

General Terms & Conditions

The following guidelines are in effect for all private events held at Galen Hall Country Club, Inc. These policies are designed to provide the best service possible to all of our guests. Please read carefully, check your choices and sign where indicated.

1. Guarantee of Event Reservation

Any group hosting an event at Galen Hall Country Club, Inc. must pay a deposit in addition to signing an event contract in order to guarantee the selected date and time of the event. Galen Hall Country Club, Inc. management reserves the right to cancel any booking without proper deposit.

2. Payment

Galen Hall Country Club, Inc. accepts cash, checks (*for deposits only*), and credit cards.

Deposit - There will be a 50% deposit required on the total price of facility use, bartenders/servers, beverages and taxes and a 50% deposit required on catering at the time the contract is signed. Please see ***3) Cancellations*** with regards to refunds on deposits.

Gratuity - There will be a 20% gratuity charged on food, beverages, bartenders/servers that are chosen.

Balance Due - The balance of the amount due must be paid on the day of the scheduled event.

3. Cancellations

The hosting party may cancel this event contract at any time. If the hosting party cancels this event contract up to thirty (30) days prior to the scheduled event, the hosting party will be entitled to a full refund of the deposit. If the hosting party cancels this event contract fourteen (14) days prior to the scheduled event, the hosting party is entitled to a refund of fifty-percent (50%) of the deposit. If the hosting party cancels this event contract fourteen (14) days or less from the date of the scheduled event, no refund will be issued for the deposit.

4. Property Damage

Any damage done to the facilities, golf course, golf carts, clubhouse and/or related facilities will be charged to the hosting party. Damages will be charged at the cost of labor and materials.

5. Facilities Rental

Events are allotted four (4) hours. Rental fees include an additional one (1) hour prior to the start of the event and an additional one (1) hour post-event. These additional hours are for set-up and clean-up of personal items and decorations only. All decorations and application of decorations must be approved by Galen Hall Country Club, Inc. prior to the event. Galen Hall Country Club, Inc. reserves the right to restrict decorations that may cause damage to the premises. Guests will confine themselves to the specific facility areas rented and should not interfere with golfers or patrons. Children must be accompanied by an adult at all times.

6. Facility Rental Fees

Pavilion – \$750.00 (plus PA sales tax)

Maximum number of guests is 130.

Price includes pavilion for four (4) hours and set-up/clean-up fee.

Optional bartenders/servers available at \$40.00 per hour each plus 20% gratuity.

Optional cash, limited open, open or hourly bar service packages are available. If chosen, fees for bartender(s) plus 20% gratuity will be added.

Table linens are available at an additional charge.

Upper Level & Bar – \$1,700.00 (plus PA sales tax)

Maximum number of guests is 72 plus 10 bar stools if bar is chosen.

Price includes upper level and bar room for four (4) hours, set-up/clean-up fee, ivory-colored table linens, napkins, dinnerware and utensils.

Optional bartenders/servers available at \$40.00 per hour each plus 20% gratuity.

Optional cash, limited open, open or hourly bar service packages are available. If chosen, fees for bartender(s) plus 20% gratuity will be added.

Other table linen colors available at an additional charge.

Pub Room (Front Half) – \$1,400.00 (plus PA sales tax)

Maximum number of guests is 53.

Price includes front half of Pub Room with use of deck for four (4) hours, set-up/clean-up fee, ivory-colored table linens, napkins, dinnerware and utensils.

Optional bartenders/servers available at \$40.00 per hour each plus 20% gratuity.

Optional cash, limited open, open bar or hourly bar service packages are available. If chosen, fees for bartender(s) plus 20% gratuity will be added.

Other table linen colors available at an additional charge.

Pub Room (Back Half) – \$1,200.00 (plus PA sales tax)

Maximum number of guests is 57.

Price includes back-half of Pub Room for four (4) hours, set-up/clean-up fee, ivory-colored table linens, napkins, dinnerware and utensils.

Optional bartenders/servers available at \$40.00 per hour each plus 20% gratuity.

Optional cash, limited open, open bar or hourly bar service packages are available. If chosen, fees for bartender(s) plus 20% gratuity will be added.

Other table linen colors available at an additional charge.

Pub Room (Full – Front & Back) – \$2,300.00 (plus PA sales tax)

Maximum number of guests is 110.

Price includes full Pub Room with use of deck for four (4) hours, set-up/clean-up fee, ivory-colored table linens, napkins, dinnerware and utensils.

Optional bartenders/servers available at \$40.00 per hour each plus 20% gratuity.

Optional cash, limited open, open bar or hourly bar service packages are available. If chosen, fees for bartender(s) plus 20% gratuity will be added.

Other table linen colors available at an additional charge.

7. Guest Counts

Galen Hall Country Club, Inc. requires an estimated guest count at the time the event contract is signed and a guaranteed number of guests seven (7) days prior to the date of your scheduled event.

8. Floor Plans and Seating Charts

Galen Hall Country Club, Inc. will do their best to honor your floor plan or seating chart requests, however we do reserve the right to change your seating chart to what works best for our facility. Our experienced and knowledgeable staff would appreciate your cooperation in this matter. We do charge for extreme requests and last-minute changes, as well as excessive cleaning and any damages caused by your guests. We recommend assigned seating at larger events to enable a better flow of the event. It is the hosting party's responsibility to number the tables if chosen.

9. Inclement Weather

Refunds **WILL NOT** be issued due to inclement weather. For an outdoor pavilion event, every attempt will be made to accommodate you in the event of inclement weather. Galen Hall Country Club, Inc. will solely determine if outdoor areas are unfit to hold the event on the scheduled day.

10. Alcohol & Coolers

Outside alcohol is prohibited on the premises. It is a strict violation of Galen Hall Country Club, Inc.'s liquor license to consume any alcohol on the premises that was not purchased from Galen Hall Country Club, Inc. Galen Hall Country Club, Inc. reserves the right to confiscate outside alcohol and dismiss any guest who violates our liquor policy. Personal coolers are also not permitted on the premises and may be confiscated.

11. Personal Property

Galen Hall Country Club, Inc. is not responsible for the loss, damage or theft of any personal property including any automobile theft or damage in our parking lots. Hosting party assumes responsibility for any and all property damage and/or personal injury including attorney's fees, arising from any negligent act or omission by host, any of host's guests, vendors or other persons attending the event while on Galen Hall Country Club, Inc's property. The hosting party is responsible for all items brought in and for those items to be removed at the conclusion of the event. Galen Hall Country Club, Inc. is not responsible for any loss or damage to items left behind after the event.

12. Outside Vendors

Galen Hall Country Club, Inc. must be informed of all outside vendors and may ask them to provide a certificate of insurance.

13. Galen Hall Country Club, Inc. Catering Services

Catering services can be provided by Galen Hall Country Club, Inc. upon request. Please see our Banquet Menu for options. There will be a fee of \$28.00 plus tax per person. Galen Hall's servers will be required to be utilized if Galen Hall Country Club, Inc's catering services are chosen. There will be a fee of \$40.00 per hour per server. There will be a 50% deposit on the total price of catering services at the time the contract is signed. Please see **3) Cancellations** with regards to refunds on deposits. Galen Hall Country Club, Inc. reserves the right to make

changes to the hosting party's chosen menu if key ingredients or selected items are unable to be sourced due to reasons beyond the control of Galen Hall Country Club, Inc. Galen Hall Country Club, Inc. will confirm the final menu no later than 14 days prior to the date of the event.

14. Outside Catering Services

Outside caterers, if you should choose, are permitted for your event. Galen Hall Country Club, Inc. must be notified if outside caterers will be utilized in order to coordinate with our management and event staff. You (or the outside catering services) will be responsible to provide serving dishes, chafing dishes, serving utensils, utensils, cups, napkins, etc. If any of these items are requested to be provided by Galen Hall Country Club, Inc., there will be a fee of \$40.00 per hour.

15. Beverages

Specific alcohol can be requested. Please speak with Galen Hall Country Club, Inc's event coordinators with regards to your choices of beverages.

16. Bar Services

Galen Hall has several types of bar services available.

Cash Bar - The guests pay for their own drinks. *(Price per drink, by consumption.)*

Limited Open Bar - The host is limiting the bar. *(Ex. 3 drink tickets per person – beer & wine only.)*

Open Bar - Anything your guests would request that is stocked in our bar.

Package Bar - The host chooses the type of Bar Package from the Bar Services Menu.

No Bar - Guests are not permitted to drink/purchase alcoholic drinks during the event.

17. Bartender/Server Fee

Bartenders and servers are available for your scheduled event if needed. There will be a fee of \$40.00 per hour for each bartender and/or server for the event plus 20% gratuity.

Contact Information

Hosting Party Contact _____

Company/Organization (if applicable) _____

Primary Phone _____ Secondary Phone _____

Email Address _____ Fax _____

Address _____

City _____ State _____ Zip Code _____

Deposit Return (if any) made out to _____

Event Information

Date _____ Time From _____ Time To _____

Event Type _____ Estimated Guest Count _____

PLEASE CHECK YOUR CHOICES BELOW

Facility (price includes tax)

- Pavilion @ \$795.00 \$ _____
- Upper Level & Bar @ \$1802.00 \$ _____
- Pub Room (front-half) @ \$1,484.00 \$ _____
- Pub Room (back-half) @ \$1,272.00 \$ _____
- Pub Room (full – front & back) @ \$2,438.00 \$ _____

Banquet Menu **Are Galen Hall's Catering services requested?** yes no
(Please note: There is a 20% gratuity charge on all food and beverages plus 6% sales tax on all foods chosen.)

Entrees: Choice of two (2)

- Chicken Thighs/Legs (Original Baked) Chicken Thighs/Legs (BBQ) Chicken Alfredo
- Baked Ziti Cheese Stuffed Shells Beef Stroganoff Spaghetti w/Meatballs Meatballs
- Ham Slice Sausage Pork Loin Chicken BBQ Beef BBQ Hamburger BBQ

Sides: Choice of three (3)

- Caesar Salad Potato Salad Pasta Salad Macaroni Salad Macaroni & Cheese
- Baked Beans Green Beans Vegetable Medley Mashed Potatoes Corn

Number of guests # _____ @ \$28.00 plus tax per person: \$ _____
20% gratuity: \$ _____
Total: \$ _____

Additional Add-Ons (Please note: There is a 20% gratuity charge plus 6% PA sales tax on all foods chosen.)

- Vegetable Tray (18") # _____ @ \$55.00 per tray: \$ _____
- Fruit Tray (18") # _____ @ \$60.00 per tray: \$ _____
- Cheese Tray (18") w/crackers & grapes # _____ @ \$75.00 per tray: \$ _____
- Fruit & Cheese Tray (18") # _____ @ \$75.00 per tray: \$ _____
- Assorted Pastry Tray (12") # _____ @ \$2.00 per person: \$ _____
- Assorted Cookie Tray (12") # _____ @ \$2.00 per person: \$ _____

**You may also choose any of the above listed entrees and sides as an extra.*

- Extra Entrée _____ @ \$5.00 per person: \$ _____
 - Extra Entrée _____ @ \$5.00 per person: \$ _____
 - Extra Entrée _____ @ \$5.00 per person: \$ _____
 - Extra Side _____ @ \$2.00 per person: \$ _____
 - Extra Side _____ @ \$2.00 per person: \$ _____
 - Extra Side _____ @ \$2.00 per person: \$ _____
- 20% gratuity: \$ _____
6% PA Sales Tax: \$ _____
Total: \$ _____

Appetizers

Choice of six (6)

- Franks in Puff Pastry Spanakopita Chicken Cordon Bleu Mini
- Macaroni & Cheese Bites Rangoon Buffalo Chicken Meatball Italian Style
- Assorted Crackers & Cheeses Tomato Bruschetta Potato Cheddar Bites
- Philly Steak Original Eggrolls Sweet Corn Nuggets Pizza Margherita Cupcakes

Number of guests # _____ @ \$18.95 plus tax per person: \$ _____
20% gratuity: \$ _____
Total: \$ _____

Types of Bar Services (Please note: Charges for Limited Open Bar & Open Bar must be paid in full at the conclusion on the day of your event.)

- Cash Bar Limited Open Bar Open Bar No Bar

Package Bar: (choose below)

- Beer & Wine # of hours _____ @ \$ _____ per person # of guests _____ \$ _____
 - Well # of hours _____ @ \$ _____ per person # of guests _____ \$ _____
 - Call # of hours _____ @ \$ _____ per person # of guests _____ \$ _____
 - Premium # of hours _____ @ \$ _____ per person # of guests _____ \$ _____
- Total: \$ _____
-

Bartenders/Servers (Please note: There is a 20% gratuity charge on all bartenders/servers if chosen.)

Bartenders: # _____ @ \$40.00 / hour each: \$ _____
 Servers: # _____ @ \$40.00 / hour each: \$ _____
20% gratuity: \$ _____
Total: \$ _____

Beverages: Non-alcohol & Alcohol (Please note: There is a 20% gratuity charge on all beverages chosen.)

Beer Cases: # _____ @ \$ _____ each: \$ _____
Choice (1) _____

Beer Cases: # _____ @ \$ _____ each: \$ _____
Choice (2) _____

Beer Cases: # _____ @ \$ _____ each: \$ _____
Choice (3) _____

Beer Keg: # _____ Size: _____ @ \$ _____ each: \$ _____
Choice (1) _____

Beer Keg: # _____ Size: _____ @ \$ _____ each: \$ _____
Choice (2) _____

Beer Keg: # _____ Size: _____ @ \$ _____ each: \$ _____
Choice (3) _____

Liquor:

_____ @ \$ _____ each: \$ _____

_____ @ \$ _____ each: \$ _____

_____ @ \$ _____ each: \$ _____

Beverages (waters/sodas/non-alcoholic):

_____ @ \$ _____ each: \$ _____

_____ @ \$ _____ each: \$ _____

_____ @ \$ _____ each: \$ _____

20% gratuity: \$ _____

Total: \$ _____

Additional Items & Fees

_____ @ \$ _____ each: \$ _____
_____ @ \$ _____ each: \$ _____
_____ @ \$ _____ each: \$ _____
20% gratuity (if applicable): \$ _____
Tax (if applicable): \$ _____
Total: \$ _____

Total Amounts (Please note: Grand Total amount does not include applicable Limited Bar & Open Bar charges.)

Facility \$ _____
Menu \$ _____
Additional Add-Ons \$ _____
Appetizers \$ _____
Bar Package Services \$ _____
Bartenders/Servers \$ _____
Beverages \$ _____
Additional Items & Fees \$ _____
Grand Total: \$ _____

Additional Information

I, the Hosting Party, have read, understand, and agree to fully comply with the policies and terms outlined in the Galen Hall Country Club, Inc's Event Contract.

Hosting Party Signature

Date

Galen Hall Country Club, Inc. Representative

Date

For Office Use Only

Grand Total Amount: \$ _____ Deposit Amount Owed: \$ _____
Deposit Amount Paid: \$ _____ Deposit Date Paid: _____
Method of Payment: Cash Check #: _____ Credit Card
Balance Due: \$ _____ Balance Due Date: _____

Banquet Menu

Choice of Two Entrees

<i>Chicken Thighs/Legs</i> (Choice of Original Baked or BBQ)	<i>BBQ</i> (Choice of Chicken, Beef or Hamburger)
<i>Meatballs</i>	<i>Baked Ziti</i>
<i>Chicken Alfredo</i>	<i>Cheese Stuffed Shells</i>
<i>Beef Stroganoff</i>	<i>Spaghetti w/Meatballs</i>
<i>Sausage</i>	<i>Pork Loin</i>
<i>Ham Slice</i>	

Choice of Three Sides

<i>Caesar Salad</i>	<i>Green Beans</i>
<i>Macaroni Salad</i>	<i>Baked Beans</i>
<i>Potato Salad</i>	<i>Vegetable Medley</i>
<i>Pasta Salad</i>	<i>Mashed Potatoes</i>
<i>Macaroni & Cheese</i>	<i>Corn</i>

Price per person.....\$28.00 plus tax

Additional Add-Ons

<i>Extra Entrees.....</i>	<i>\$5.00 per person</i>
<i>Extra Sides.....</i>	<i>\$2.00 per person</i>
<i>Vegetable Tray (18").....</i>	<i>\$55.00 (serves 30-40)</i>
<i>Fruit Tray (18").....</i>	<i>\$60.00 (serves 30-40)</i>
<i>Cheese Tray (18") with crackers & grapes.....</i>	<i>\$75.00 (serves 30-40)</i>
<i>Fruit & Cheese Tray (18").....</i>	<i>\$75.00 (serves 30-40)</i>
<i>Assorted Pastry Tray.....</i>	<i>\$2.00 per person</i>
<i>Assorted Cookie Tray.....</i>	<i>\$2.00 per person</i>

**Beverages are not included in price and are extra.*

**There will be a 20% gratuity added to all food & beverage purchases.*

Appetizer Menu

Franks in Puff Pastry

Spanakopita

Chicken Cordon Bleu Mini

Macaroni & Cheese Italian Bites

Rangoon Buffalo Chicken

Meatballs Italian Style

Assorted Crackers & Cheeses

Tomato Bruschetta

Potato Cheddar Bites

Philly Steak Original Eggrolls

Sweet Corn Nuggets

Pizza Margherita Cupcakes

Your choice of six (6)

\$18.95 plus tax & 20% gratuity per person

Bar Services

Hosted Bar

BY CONSUMPTION, PRICED PER DRINK

Well Brands.....\$6 - \$8
Call Brands.....\$9 - \$11
Premium Brands.....\$13 - \$15
Wine.....\$10
Draft Beer.....\$4

Imported Beer by Request

Package Bar

PRICING PER PERSON

	<i>Beer & Wine</i>	<i>Well</i>	<i>Call</i>	<i>Premium</i>
One Hour	\$19.95	N/A	N/A	N/A
Two Hours	\$22.95	\$25.95	\$28.95	\$31.95
Three Hours	\$25.95	\$28.95	\$32.95	\$35.95
Four Hours	\$29.95	\$32.95	\$36.95	\$40.95
Five Hours	\$32.95	\$36.95	\$39.95	\$44.95

**There will be a 20% gratuity added to all bartenders & beverage purchases.*

Bar Services

Wine

*Cabernet Sauvignon, Champagne, Chardonnay, Merlot, Moscato,
Pinot Grigio, Pinot Nior, Sauvignon Blanc, White Zinfandel*

Draft Beer

*Kona Big Wave, Miller Lite, Michelob Ultra, Miller Lite,
Seasonal Draft, Stella Artois, Troeg's Perpetual, Yuengling Lager*

Well Bar Includes*

Bankers Club Vodka, Bourbon, Gin, Rum, Scotch, Whiskey

Call Bar Includes*

*Absolut, Bacardi, Beefeater, Captain Morgan, Dewer's White Label,
Jack Daniels, Jameson, Jim Beam, Jose Cuervo, Malibu, Seagram's
VO, Stolichnaya, Tanqueray, Tito's, Plus More
(Includes Well Brand Liquors)*

Premium Bar Includes*

*Bombay Sapphire, Chambord, Crown Royal, Grey Goose,
Johnnie Walker Black, Kettle One, Plus More
(Includes Call Brand Liquors)*

**All Packages Include Wine & Draft Beer*