

## Private Function Contract

Equestrian Woods Country Club reserves the right to all food service available for consumption. The Equestrian Woods Country is available to Public clients for private events; in addition all reservations and agreements are subject to the rules and regulations of private function contract.

**Reservations** Equestrian Woods Country Club will be happy to confirm your time and Event date upon receipt of Rental deposit. Note all Facility Rental deposits are nonrefundable, events without Facility Rentals will require a deposit. The deposit for a non rental event will be refunded the day of event. Rental and deposit amounts may be set by Equestrian Woods Country Clubs general manager.

**Payments** The balance of food, beverage, corkage services, and remaining rental balances to be paid upon services rendered, or at the conclusion of event. In addition any balance exceeding the amount of One thousand dollars must be paid seven days prior to event. Payments may be made in the form of Personal or Business Check, Cash, Visa, Master Card, and Discover Card, in addition forced credit card transactions will be subject to an additional 3 % processing fee. **Make all checks payable to Equestrian Woods Country Club.**

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Initial

**Guarantees** Clients attendance must be specified and communicated to Equestrian Woods Country Club no later than 20 days prior to scheduled event. This number of attendance is considered Equestrian Woods Country Club guarantee for billing purposes. In the event of a cancellation, charges will be placed accordingly (see cancellation policy). Equestrian Woods may not be responsible for providing identical services to more than the guaranteed number of attendance specified. If the guarantee number of attendance is not given within the 20 days prior to event, then the number of attendance placed in contract will automatically become the guaranteed number of attendance.

**Cancellations/Refunds** All cancellations will result in forfeiting deposit. If cancellations are made 150 days prior to event, client must pay 50% of expected food minimum. If cancellations are made 90 days prior to event, client will pay expected food minimum for number of guests placed in contract by manager.

- Planning** Menu planning, room arrangements and or other specific details must be completed 20 days prior to scheduled event, if client fails to plan menu the club manager will arrange menu selections for planned event. Club manager will advise clients of proper food and beverage amounts needed in planning event. Food and beverage arrangements must meet expected food minimum for specified event.
- Food / Beverage** Equestrian Woods Country Club reserves the right to exclusively provide all catering services (food & beverage), patrons are not permitted to bring in any food or beverage from outside unknown sources. The only exception may be specialty items such as Wedding cakes. Note all specialty cakes delivered by bakers must have a copy of State or County Food Handlers permit
- Food / Minimums** Food Minimums are established by the guaranteed number of guests placed in contract. Estimated number of guests may be reduced, however once food minimums or guaranteed number of guests has been established it may not be reduced.
- Gratuity** It is the policy of Equestrian Woods Country Club to add 20% gratuity to all food and beverage services provided.
- Sales Tax** In addition to prices herein agreed upon for food, beverage, and gratuity services, client agrees to pay state sales tax, unless client can provide a tax exempt identification number or proper tax exempt forms.
- Facility / Usage** Equestrian Woods Country Club reserves the right to assign rooms and usage of based upon the guaranteed number of guests. In addition events wanting to exceed our four hour time limit will agree to ensue the cost of rental rate. Rental rates based upon number of rooms contracted.
- Decorations** Equestrian Woods Country Club reserves the right to approve all decorations brought into clubhouse. Equestrian Woods can assist in decorating for events, a service charge may apply depending upon labor and equipment needed.  
**In addition Equestrian Woods Country Club will not allow confetti, glitter or small fragmented objects, affixing to walls, floors, tables, ceilings, with nails, staples, tape, or any other substances that will result in damage to the facility or property. Wedding Receptions may have two (2 to 3) hours prior to the event start time to decorate for event.**

**Damages** The client is responsible for all damages occurring during private events, to facility, equipment, and property used by client and guests.

**Audio/Visual** Client must notify club manager of audio visual requirement and/or other special needs. We will be happy to assist you.

**Entertainment** Bands, DJ.'s, or other entertainment should be instructed by client to contact club manager to arrange set up times and electrical requirements. Entertainment shall provide there own equipment, tables and skirting, Equestrian woods can supply tables and skirting for an additional fee.

**Special/  
Equipment** Rates quoted include the use of on sight equipment and Equestrian Woods Country Club property. If client requires special items, Equestrian Woods may rent such items approved by client and pass charges, plus handling fees on to client. Client may rent items and have them delivered, however proper arrangements for deliveries must be scheduled with clubhouse.

**Corkages** The laws governing Jessamine County prohibit Equestrian Woods Country Club from selling alcoholic beverages. Therefore, alcohol must be supplied by client, who agrees to pay Equestrian Woods Country Club specified corkage fees from menu. Equestrian Woods will provide all mixers and garnishes for alcoholic beverages. Equestrian Woods must receive and inventory all alcohol twenty four hours prior to events. Clients and or guests may not deliver or bring with them alcoholic beverages while said event is in progress.

**Equestrian Woods Country is required by state law to abide by ABC laws and regulations, in addition carry and maintain liability insurance for all patrons consuming alcoholic beverages. Note all alcoholic beverages must be served by Equestrian Woods Country Club. Exceptions cannot be made.**

**Lost/Found** Any articles left in Equestrian Woods Country Club prior to, during, or following your event is done at your own risk. Equestrian Woods assumes no responsibility for items lost or damages. Any items needing to be left at Equestrian Woods must have permission of manager, will be done at your own risk.

**Client** I have read and agree to all policies stated in contract agreement and understand by signing contract or placing a deposit to retain Equestrian Woods Country Club's service, I the client will be bound to Equestrian Woods Country Club for all fees and service agreements. Contract must be signed and returned to general manager. To ensure payment, a valid credit card number must be placed in contract and for security purposes client will provide a valid drivers license.

**Client please initial here** \_\_\_\_\_

**\*All fields must be filled in or Contract is subject to be voided and terminated.**

Date of Private Function \_\_\_\_\_

Month Day Year

Clubhouse room(s) required for event: Clubhouse\_\_\_ Garden Room\_\_\_ Club Room\_\_\_  
Card Room\_\_\_ Thoroughbred Room\_\_\_ Patio\_\_\_ (weather permitting)

Type of Event \_\_\_\_\_

Other Services used for Event: Cake Baker\_\_\_\_\_ Florist\_\_\_\_\_

Entertainment\_\_\_\_\_ Other:\_\_\_\_\_

Alcohol for event: **YES** or **NO** Type: Beer\_\_\_\_\_ Wine\_\_\_\_\_ Whiskies\_\_\_\_\_

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

Food Minimum \_\_\_\_\_

Guest Arrival \_\_\_\_\_

Departure \_\_\_\_\_

Rental Amount \_\_\_\_\_

Deposit Amount \_\_\_\_\_

Ck\_\_\_\_\_ Cash\_\_\_\_\_ CC\_\_\_\_\_

Deposit Paid \_\_\_\_\_

Refundable Amounts \_\_\_\_\_

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Phone Number [Home](\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ [Business](\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

[Cell] (\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_ [Pager] (\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

E-mail Address: \_\_\_\_\_

**\*Fields below must be filled in or contract will be voided and not accepted.**

Credit Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Card Type: **VISA MasterCard Discover**

(Credit card must be valid through event date.)

Drivers License Number: \_\_\_\_\_

Signature of Client \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Client's signature makes him or her responsible for payment of event.**

*Equestrian Woods Country Club*

*107 Clubhouse Dr.*

*Nicholasville, Ky. 40356*