

The Caddy Shack Catering Agreement For The Armitage Meeting Room

The use of the Armitage Meeting Room is subject to the following terms and conditions via The Caddy Shack:

I. Agreement Confirmation

- a. "The Caddy Shack Catering Agreement For The Armitage Meeting Room" must be completed upon confirmation of the rental fee paid in full.
- b. The Caddy Shack requires a credit card to be held on file. The credit card will not be charged until the day of the event, unless otherwise noted. Cash or check payments are also welcome.

II. Decorations and Entertainment

- a. The Caddy Shack can provide tablecloths for every table at no charge.
- b. The Caddy Shack can provide cloth linens for every table at a rate of \$5.00 per table and cloth napkins at a rate of \$1.00 per napkin.
- c. The Caddy Shack can provide centerpieces for each table; however, the guests are welcome to provide their own.
- d. Guests will have 2 Hours prior to the event for decorating and setup purposes. An additional fee of \$50.00 per hour may be incurred for any additional time required.
- e. The Caddy Shack can provide a sound system, which includes a CD player as well as an iPod hookup. Guests can also provide their own entertainment at their expense.
- f. The Caddy Shack can provide the names and numbers of DJ's in the area if requested.

III. Confirmation of Attendance

- a. The guest is required to contact The Caddy Shack no more than five to seven days prior to the event with the confirmed number of guests.
- b. A charge per person may occur if the confirmed number of guests is not the same number of attendees.

IV. Cancellation Policy

If it is necessary to cancel your event after booking it with The Caddy Shack, the following cancellation fees will apply:

- | | |
|---------------------------------|--------------------------------|
| a. 1 month prior to event | 20% of projected banquet costs |
| b. 2 weeks prior to event | 40% of projected banquet costs |
| c. Within 1 week prior to event | 60% of projected banquet costs |

This amount will be charged to the credit card being held on file by The Caddy Shack on the day of the cancellation if applicable.

I hear by understand all of the terms and conditions as well as all of the fees that may be incurred. I agree to follow all of the steps in order to make my event as successful as possible for both my guests, and myself as well as for The Caddy Shack and their staff.

Event Coordinator: _____

Signature: _____

Contact Number: _____

Credit Card Info: _____

Caddy Shack Representative: _____
