

Catering Policies and General Information

GUARANTEES: Guaranteed numbers of attendees for all functions must be received three (3) business days (excluding Saturday, Sunday and National Holidays) prior to the commencement of your functions. You (“Group”) will be charged the guaranteed number, or the number of people actually served, whichever is greater. In addition, we will not set up more than 3% above Group’s guaranteed number, not to exceed 50 people. If no guarantee is received, the number of guests indicated on the function sheet would be the guaranteed attendance.

TAX AND SERVICE CHARGE: Food and beverage prices are subject to a service charge and sales tax at the prevailing rate. Current service charge and sales tax is 18% and 5%, respectively. Tax exempt organizations must furnish a Certificate of Exemption to the Catering Office at least two weeks prior to the event.

FOOD AND BEVERAGE: Willow Point is the sole provider of all food and beverages served in the banquet facilities. Willow Point is the only authorized party able to sell and serve liquor, beer and wine on premises. Food and beverage pricing is subject to change without notice. Pricing may be guaranteed up to six (6) months if requested and confirmed in writing. All food and beverage provided is to be consumed during the function and may not be removed from the property.

MENUS & PRICING: For a plated meal, you may serve up to two entrées as well as a vegetarian option and a children’s meal option for your event. If you would like to offer your guests more options, you may, but a \$3 per person charge will be added to each option. If you prefer, the catering office may design a special menu. The menus for plated meals with two or more entrée choices are encouraged to be pre-selected.

CANCELLATION POLICY AND LIQUIDATED DAMAGES: In the event that Group cancels the event for any reason, it shall pay as liquidated damages, and not as a penalty, the amount set forth below in the table below based on the date of cancellation.

Date of Cancellation	Liquidated Damages Due
Within fourteen (14) days prior to event	100% of estimated revenue, plus all applicable taxes.
From fifteen (15) to forty-five (45) days prior to event	75% of estimated revenue, plus all applicable taxes
From forty-six (46) to ninety (90) days prior to event	50% of estimated revenue, plus all applicable taxes
From ninety (90) prior to event or further	Total of non-refundable deposit, plus all applicable taxes

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