



**\* SPECIAL EVENT POLICIES AND CONTRACT \***

1. A \$500.00 deposit (unless otherwise specified by management) is required to hold a contracted date for an event at Coyote Preserve Golf Club. This is not a room charge and in the event of cancellation, the said amount will not be refunded. This amount will be deducted from your final bill. If cancellation is necessary, Coyote Preserve must be notified prior to 30 days of event date to avoid any additional billing. If cancellation occurs within 30 to 8 days of event date, a cancellation fee of room rental dollar value will be billed. If cancellation occurs 7 to 4 days of event date, a cancellation fee of room rental dollar value and 50% of estimated food charges would be billed. If cancellation occurs 3 days or less prior to event date, all estimated charges including room rental dollar value and estimated food and beverage charges will be billed.
2. There will be a room rental fee of between \$100.00 to \$600.00, based on the number of people and day of the week, with a minimum rental fee of \$100.00. A room is rented for a maximum of 4 hours for lunch and 6 hours for dinner. Each additional hour is \$100.00 per hour. All functions must end by 12:00 midnight. There is an additional set-up charge of \$500.00 for ceremonies on property. Set-up, breakdown, and clean-up charges as well as linen rental are all included in the room rental fee.
3. An estimated guest count (along with food and beverage selections) is due 45 days prior to the event. A 75% pre-payment of event is also due at this time. A guaranteed attendance figure is required 7 days prior to the event and is not subject to reduction. This will be the minimum amount billed. If no guarantee is received, Coyote Preserve will prepare and charge for the number of people estimated from the catering contract.
4. Full payment is required 72 hours prior to event unless prior arrangements have been established with Coyote Preserve management. Payments can be made by certified check, money order, cash, or credit card (Visa, Mastercard, or American Express). There will be a 3% surcharge for payments made by credit card. Direct billing applications for corporate events can be obtained from Coyote Preserve and must be received three (3) weeks prior to the event.
5. All banquet checks must be signed by the person in charge of the event or a designated representative at the completion of each event. Any discrepancies in counts or charges should be identified and resolved at that time.
6. All food and beverage items are subject to 18% service charge and 6% state sales tax. Organizations that are tax exempt are required by law to provide a tax-exempt certificate along with the signed contract.
7. Banquet room assignments are made according to the guaranteed minimum number of people anticipated. These attendance figures may vary from expected attendance. Coyote Preserve reserves the right to change room reservations to best accommodate either increasing or decreasing attendance figures. Menu pricing will be guaranteed six (6) months prior to event date, but are subject to change without notice until final menu is chosen. Facility charges will be based upon the guaranteed or actual number of guests, whichever is greater.
8. If a change from the original room set up is required the day of the event, a labor charge may be added to the final bill. Any materials brought or shipped to Coyote Preserve for an event will not be accepted more than 48 hours prior to the scheduled event. Coyote Preserve will not be responsible for damage to or loss of any items left on our property prior to or following any event. Any "excess" garbage, boxes, debris, etc. that is not removed upon departure may result in an additional clean up fee charged at the discretion of Coyote Preserve management.
9. The customer is responsible and shall reimburse Coyote Preserve for any damage, loss, or liability incurred by Coyote Preserve by any of the customer's guests or any persons or organizations contracted by the customer to provide any service or goods before, during, and after the event. Coyote Preserve does not permit the affixing of anything to the walls, floors, or ceiling with nails, staples, tacks, tape, or any other substance that may cause damage to our facility. Absolutely no confetti, glitter, silly string or bubbles allowed.
10. All food and beverage must be supplied by Coyote Preserve or their contracted caterers with the exception of special occasion cakes. A licensed bakery must supply any desserts brought on our property. A service charge of \$0.50 per person for cutting, plating, and serving the cake will be in affect for any desserts not supplied by Coyote Preserve. This service includes the use of china, silverware, and napkins.
11. Coyote Preserve is responsible and guarantees the quality and freshness of the food served to our guests. Food may not be taken off the premises after it has been prepared and served due to Health Department Standards and liability reasons (again with the exception of special occasion cakes). Please note that all federal, state, and local laws with regards to food and beverage purchase and consumption are strictly adhered to. Michigan law prohibits any intoxicating beverages from being brought into public events or any areas on Coyote Preserve property. Coyote Preserve reserves the right to refuse bar service to any person who appears to be intoxicated or does not have valid identification. If anyone is found contributing alcohol to a minor or any other person whom has been refused bar service, the facility reserves the right to close the bar.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_