



Function Agreement for Wedding/Receptions

Mankato Golf Club

PO Box 3122

Mankato, MN 56002-3122

(507) 387-5676

Type of Function _____ Time _____

Date of Function _____ Approx Guest Count _____

Room _____ Room Charge _____

Group or Person _____

All clients are required to pay a **non-refundable** deposit of \$850. This deposit secures the reservation of the MGC for date noted above. *Members of MGC will not be charged a rental for the facility*

- 1. APPROVAL:** Management approval must be obtained if the group is of, or from a commercial or industrial enterprise other than Mankato Golf Club.
- 2. The balance of the bill** will be paid before or on the evening of the event for all non-member functions or 10 days from receipt of the final notice for members.
- 3. DEPOSIT:** A non-refundable deposit is required according to club policy at the time of reserving the facility.
- 4. ALCOHOLIC BEVERAGES:** State regulations prohibit the sale or serving of alcoholic beverages to minors. We reserve the right to card as needed and we also reserve the right to refuse alcoholic service to underage or intoxicated persons. No one is allowed to bring their own alcoholic beverages and no alcoholic beverages may be removed from the premises. No adult is allowed to buy alcohol for anyone under the legal age of 21. We will confiscate alcoholic beverages as necessary. Last call for alcoholic beverages is 12:30 a.m. There will be A **\$125.00** Security charge added to all events
- 5.** There will be an additional fee applied to all wine/champagne that is requested to be individually served to each guest.
- 6. DECORATIONS:** Check with the MGC regarding all decorations. Glitter, confetti, open flamed candles etc. are not allowed in the Club. If these items are used an additional clean up fee will be applied to your bill. Nails, tacks, push pins, etc. may not be used in decorating the facility. The decorator or event host is responsible for bringing in all items needed to complete the decorating. The MGC cannot guarantee the availability of items that may have been forgotten by the decorators. The MGC is not responsible for any decorations that are not taken after the completion of your event.
- 7. ENTERTAINMENT:** Event host is responsible for hiring their own entertainment. If there are special needs we will need to know well in advance, and we will try to accommodate to the best of our ability to ensure the happiness of the event. If the entertainment arrives the day of the event without previously contacting the MGC to notify of any special needs we may not be able to ensure the requests of the entertainment. The entertainment must comply with guidelines set forth for by the MGC as far as sound level and be finished at 12:00am.



8. **GUARANTEE:** It is understood that Mankato Golf Club will be informed 2 weeks prior for large events of an estimated count. The guaranteed number of persons attending the function (72) hours in advance of the time of the function. Final billing will be determined by the actual number attending the function, or the guaranteed number, whichever is greater.

9. **All non-member** function charges, including charges for damages to property or furnishings shall be the responsibility of the group organizing the function. Mankato Golf Club will be reimbursed for any damage to property or furnishings. No items shall be affixed to the walls without prior approval.

10. Due to MN Health department regulations and MGC policy guests are unable to bring in or take out any food from the MGC, except for the Wedding Cake that has been made by a professional baker. The MGC is not responsible for any left over cake that is not taken the night of the reception or any cake display parts that have been rented by the party hosting the event.

11. All prices are subject to change **without** notice. While we make every effort to provide you with the most accurate, up-to-date information, occasionally, one or more of our items may change in price after the your event has been booked due to increases beyond our control.

In the actual planning stages of the event, we the undersigned may be required to sign additional function agreements as the updated plans are made. The most recently dated Banquet Function Sheet will be the one that will be used to carry out the function plans and the billing.

*Prices subject to change and all functions will have the applicable taxes and service charges applied to their bill.

We, the undersigned, agree to comply with the applicable conditions and requirements set forth in the above statements and in the Mankato Golf Club's Policies

ARRANGED BY

Name/s _____

Address

Phone/s _____

Email/S _____

Signature/s _____

Date _____
