



## Function Agreement for Wedding/Receptions

Mankato Golf Club PO Box 3122 Mankato, MN 56002-3122 (507) 387-5676

Date of Function \_\_\_\_\_ Start Time \_\_\_\_\_

Type of Function \_\_\_\_\_ Approx Guest Count \_\_\_\_\_

Room/Area \_\_\_\_\_ Room Charge \_\_\_\_\_

All clients are required to pay a **non-refundable** deposit (this deposit may vary depending upon number of areas reserved). This deposit secures the reservation of the areas reserved for date noted above. A \$500.00 damage deposit is due 6 months prior to event. \*Members of MGC will not be charged a rental for the facility but a deposit is required\*

- 1. APPROVAL:** Management approval must be obtained if the group is non-members of the Mankato Golf Club.
- 2. PAYMENT:** The balance of the bill will be paid before or on the evening of the event for all non-member functions. Members are allowed 10 days from receipt of the final notice.
- 3. DEPOSIT:** A non-refundable deposit and a \$500.00 damage deposit are required according to club policy. These deposits will be credited to your final bill if the terms of this agreement are met.
- 4. Cancellation Policy:** Any cancellation received after the event booking will result in loss of full deposit. Cancellation of an event 2 weeks or less prior to the event will result in a charge of 50% of contract total. Cancellations with less than 48 hours notice will incur full payment. No shows will incur full payment.
- 5. SERVICE CHARGE & TAX:** Food prices are subject to an **18%** service charge and current sales tax. Beverage prices are subject to an **18%** service charge and current sales tax. Service charges on food and beverages are the property of the Mankato Golf Club, which has complete discretion as to their use and distribution thereof. Any extra monies that are added to the final bill the day of event by the host will be dispersed to the staff working event.
- 6. ALCOHOLIC BEVERAGES:** State regulations prohibit the sale or serving of alcoholic beverages to minors. We reserve the right to card and designate 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. We will confiscate alcoholic beverages as necessary. No adult is allowed to buy alcohol for anyone under the legal age of 21. Last call for alcoholic beverages is 12:30 a.m. There will be a **\$125.00** Security charge added to all events
- 7. Corkage Fee** Complimentary corkage is provided for wine or champagne that is purchased through the Mankato Golf Club. If you choose to bring in your own wine you may bring in **750ml bottles** only and there will be a \$20.00 per bottle corkage fee. Please note no other sizes will be permitted. There will be an additional fee applied to all wine or champagne that is requested to be **individually** poured for each guest.
- 8. DECORATIONS:** Complimentary white tablecloths, table skirts for designated tables and napkins are available. Colored napkins are available for an additional rental. Glitters, confetti, petals, open flamed candles, sparklers are not permitted inside or outside, nails, tacks, push pins, etc. may not be used in decorating. If restricted items are used an additional clean up/damage fee will be applied to your bill. The decorator or event host is responsible for bringing in all items needed to complete the decorating. All decorations must be taken down and removed after event. **The MGC is not responsible for any decorations that are not taken after the completion of your event.**
- 9. ENTERTAINMENT:** Event host is responsible for hiring their own entertainment. If there are special needs of the entertainment we will need to know well in advance. If the entertainment arrives the day of the event without previously contacting the MGC to notify us 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
- 10. Food:** all food and beverages must be purchased from Mankato Golf Club. All food prepared is based on the Final guarantee of attendees. Buffet items will be replenished until all guests in attendance have proceeded through the buffet line. Once attendees have been served the buffet will remain open for 15 minutes to accommodate any late arrivals. No food or beverage items may be removed by the event host or its attendees.



11. **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 is due 72 hours (three days) in advance of the function. If no guarantee is submitted the last number we received will serve as the guarantee. Final billing will be determined by the actual number attending the function, or the guaranteed number, whichever is greater.

12. **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.

13. **CAKES:** You are welcome to provide your own cake, but you must choose a licensed, commercial baker. Due to Health department regulations and MGC policy, aside from the wedding cake all food and beverages (except 750 ml of wine or champagne that corkage is applied) must be provided by the Mankato Golf Club and consumed on the premises. 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

14. **Set up fee** All events are subject to a set-up fee per area rented which will be quoted at the time that the guarantee is given to the catering office.

15. **WEDDING CEREMONIES/PICTURES:** The Mankato Golf club has a very picturesque setting for a wedding ceremony. Our coordinator will work with you to choose the best set-up for your ceremony. Wedding ceremonies

are subject to a set-up fee, rental fee and a rental for any chairs needed to be brought in which will be quoted to you at the time of guarantee. Decorating outside is limited to area reserved. If for some unforeseen reason your ceremony cannot take place in the outside space you have rented there will be an alternative space/area option. After your ceremony you and your guests must move to the area you have reserved for your social time so golf play may resume. Absolutely no one is allowed on the Greens, practice green, sand traps, fountain areas or carts. Please make certain your guests are aware. The Mankato Golf Club has a zero-tolerance policy for these areas and guests who violate this policy will be asked to leave the Mankato Golf Club. If there is a request for use of a golf cart for pictures that would need to be arranged 72 hours prior to your event with the Golf Pro.

16. **Prices:** 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 your event has been booked due to increases beyond our control.

17. **Promotional Club Photos:** From time to time the Club will take promotional directed photographs featuring the Club and its various amenities. In the event your likeness is captured in one of these photos, you hereby grant your consent to the Club for the publication of such photos in connection with Club's promotional activities to include the Clubs Website which may be seen by the general public. This is a general and continuous grant of consent and no additional consent or approval will be requested at the time photos are taken or published.

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 event plans and the billing.

\*Prices subject to change and all events 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  
Of Mankato Golf Club's Policies

ARRANGED BY

Event Host \_\_\_\_\_

Address \_\_\_\_\_

Event Host \_\_\_\_\_

Phone/s \_\_\_\_\_

Email/s \_\_\_\_\_



## Alcohol Consumption Policy

The Mankato Golf Club wants your event to be a great success and we will do our best to make sure that happens. However, the abuse of alcohol can ruin a party very quickly. As the host of the event you are accountable for the behavior of your guests. Please help the Mankato Golf Club and our staff enforce responsible consumption of alcoholic beverages. You will see below our policy that has proven to be both discreet and effective:

1. No liquor will knowingly be sold to or consumed on the Mankato Golf Club premises by any person under the legal drinking age. Identification cards will be requested of any person/s who appear to be under age of 40. We have the right to use wristbands.
2. No liquor will knowingly be sold or consumed on Mankato Golf Club premises by any person who, in the opinion of appropriate staff, is or appears to be intoxicated.
3. The Mankato Golf Club may proceed in the following manner.
  - a. Ask the individual/s to slow down or stop drinking
  - b. Ask for cooperation from others in the party
  - c. Cease serving the individual/s
  - d. Ask the individual/s to leave the premises
  - e. Close down the bar
  - f. Call the party to an end
  - g. Call the police
4. Any guest who, in the opinion of Club Management, is or appears to be intoxicated may be requested to surrender his or her car keys to a sober friend or Club personnel. Such individuals will then be driven home by someone else or transported home in a cab at his or her expense.

If all else fails to prevent an intoxicated person from driving, the police will be called. If, unfortunately, we incur any expenses enforcing our policy we will add them to your bill.

### Host Acknowledgement of Policy

Name: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_



**Tax Exempt Form**

In order for Mankato Golf Club to maintain its tax-exempt status, Mankato Golf Club must obtain the information on this form for all parties of more than eight persons. This information is not used for any purpose other than to document member (M) /nonmember (NM) usage. Therefore, we would appreciate your completing this form and returning it to Cheryl. Thank you for your cooperation.

\_\_\_\_\_ (M) \_\_\_\_\_ (NM) \_\_\_\_\_ \$ \_\_\_\_\_  
Date Number in Party (complete if more than 8) Total Amount of Check

Host Member's Name \_\_\_\_\_ Member number \_\_\_\_\_

Function room or Area: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

\_\_\_\_\_ This check will be paid by me without reimbursement (Member Income)

\_\_\_\_\_ This check will be paid by my guest or I will be reimbursed by my guest (Nonmember Income)

\_\_\_\_\_ This check will be paid, in total or a portion of, by my employer as a business expense and is Deemed to be member income:

Name of Employer: \_\_\_\_\_

Position in Firm: \_\_\_\_\_

Amount of reimbursement: \_\_\_\_\_

Amount of reimbursement for charges of nonmembers: \_\_\_\_\_

Describe the nonmembers attending and their business relationship to you: \_\_\_\_\_

\_\_\_\_\_ 75% or more of party are members

\_\_\_\_\_ I will receive a gratuitous reimbursement for expenses incurred at this function by a nonmember, such as from a Mother or Father

Describe the Donor's name and relationship to yourself: \_\_\_\_\_

Nature for reimbursement: \_\_\_\_\_

MEMBER'S SIGNATURE

DATE

\_\_\_\_\_

\_\_\_\_\_