

***Fort Belvoir Golf Club's
Special Event & Catering Policy Letter***

1. A non-refundable deposit is required for all special events. A reservation is not valid until the appropriate deposit is received and this document has been returned and signed.
 - A. Deposits are made by appointment to ensure staff availability
 - B. Payment can be made by cash, check, Visa or MasterCard, American Express
 - C. Personal checks are made to the order of **MWR Golf**
 - D. Information required: Day & evening telephone number, correct mailing address, and proper identification

2. When possible, a menu selection and all details need to be provided to the club no later than 30 days prior to an event.

3. All contracts need to be signed by the Host, 75% of payment, final guests counts and entrée requirements need to be provided to the catering representative no later than 3 business days (does not include weekends or holidays) prior to an event.

4. Final payments are due to **MWR Golf** no later than the day of the event.

5. An approximate number of attendees need to be provided at the time of the reservations. An updated number of guests attending needs to be provided 30 days prior to the event and the final number of attendees along with entrée requirements will be provided a minimum of 4 days prior to the event (does not include weekends or holidays).
 - A. The Fort Belvoir Golf Club reserves the right to provide an alternate meal for any guests that exceed the final number designated on the contract because the Club must plan for your event and order your menu selections.
 - B. No reduction in the guaranteed guest count will be given within 72 hours of an event.
 - C. In order to better accommodate your event, should your final number of guests significantly change, the Club reserves the right to place your event in another room.

6. It is the policy of the golf club to provide a maximum of two (2) entrées for all plated/served meals. This includes vegetarian meals that exceed two (2).
 - A. When serving more than one plated/served entrée the host must provide a prepared ticket (with an identifying color or symbol that is easy to identify) with the guests' entrée selection in front of their place setting.

7. The quality of the meal(s) begins to deteriorate if the serving time is delayed more than 15 minutes past the contracted time; this includes all meals, plated, buffet or hors d'oeuvres. The Chef will do his/her best to maintain a quality product, however; the club will NOT accept any responsibility when the sponsor, host, attendee or affiliate caused the delay.

8. The club will not begin entrée service past 8:00 p.m.

9. All food and beverages will be provided by the club with the only exception being specialty cakes.
 - A. Individuals may not bring food or beverages into the club, with the exception of specialty cakes.
 - B. Individuals may not remove any catered food or beverages from the club with the exception of specialty cakes that are brought in by the host.
 - C. There is a \$.50 per guest/attendee charge (based on the final count contracted) for specialty cakes brought into the club by the host.

10. All guests under the age of 21 years old are prohibited from purchasing or consuming alcoholic beverages. The responsibility rests solely on the Host to assure that minors do not consume or "help themselves" to the available alcoholic beverages either at the bar or on the self-service tables.

(policy letter continued on reverse side)

11. Should you cancel the event within 30 days for any reason, the sponsor agrees to pay the Fort Belvoir Golf Club an amount equal to 25% of the contracted price based on the estimated number of guests and agrees to forfeit the deposit. This is due to the demand for use of the Club.
12. Should you cancel the event within 5 days for any reason, the Host agrees to pay the Fort Belvoir Golf Club a minimum of 75% of the contracted price based on the estimated number of guests and agrees to forfeit the deposit.
13. Should you cancel the event within 72 hours for any reason, the host agrees to pay the Fort Belvoir Golf Club a minimum of 100% of the contracted price based on the estimated number of guests and agrees to forfeit the deposit.
14. Due to the seasonal nature of some foods items, they may be available at the time of finalizing the details for contract. A substitute item will be coordinated with the Club and the Host.
15. All original prices beyond sixty (60) days are subject to change without notice.
16. Room rental: *without package (per hour): Main Dining Room \$100/ Fireplace side \$50/Entire Ballroom \$250
 - A. Room reservations are for a maximum of four hours.
 - B. The cost to extend this time is \$150.00 per hour.
 - C. Reservations can be made for a Monday-Friday event with a starting time no earlier than 5:00 p.m. and an ending time no later than 12:00 a.m.
 - D. Reservations can be made for Saturday events reserved November through March with a starting time as early as 10:00 a.m. and ending as late as 11:00 a.m. Reservations within the months April through October may start no earlier than 3:00 p.m. and ending as late as 11:00 a.m. Any times requested before or after these hours will require an additional \$150.00 per hour and is subject to availability.
17. Private Bars:
 - A. Private Bars are available for a minimum guaranteed \$350.00 in sales for rail brands, \$400.00 for call brands and \$600.00 premium brand stocked bars.
 - B. The bar can only be open for a maximum of 4 hours (responsible use of alcoholic beverages).
18. A \$150.00 clean-up fee is charged to the Host, if rice, birdseed, confetti, glitter, rose petals, food, etc. is thrown in or outside the Golf Club.
19. No nails, thumbtacks, glue or tape may be used on the walls or wallpaper for hanging decorations or any other items. The Host is responsible for any damage of Club property.

I have read, understood and agree to comply with the policies as stated in the above letter.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

I was referred to the Fort Belvoir Golf Club to hold my function by staff member: Name _____

Signature and date: _____ Date: _____