



Reunions/Parties

Complete this form and mail with deposit check to:

Apple Valley Golf Course
433 Clubhouse Drive
Howard, OH 43028

Name:

Address:

City:

State:

Zip:

Telephone:

Fax:

Approximate # of Guests:

Event Date:

Start Time:

End Time:

1. Room rental charge for the event is \$350.00. The banquet room is yours for five hours from your start time with no event permitted to last beyond midnight. A deposit of \$150.00 must be received in order to reserve the requested date. The \$150.00 deposit is then applied as part of the room rental charge.

2. All decorating is your responsibility. You will have access to the room for setup a minimum of 24 hours prior to the event. Additional decorating time will be permitted assuming the room is not being used for another function.

3. A deposit is only refundable if the event is canceled 30 days in advance.

4. An 17% gratuity and 6.5% sales tax are automatically added to the total bill.

5. Payment in full for the event must be made on the day of the event, unless prior approval is given by Apple Valley Golf Course.

6. All food, beverages, champagne and liquor consumed on Club premises must be purchased from Apple Valley Golf Course except for wedding cake which we do not provide. We prepare all meals on site and no outside caterers are permitted.

7. A guaranteed number of guests must be received seven days prior to the event date. The confirmed number is the number of meals that you will be billed unless actual count is greater.

8. We will prepare food for 10% above the final guarantee count. Leftover food may not be taken off premises.

9. The charge per bartender is \$30.00.

10. As a licensee of the Department of Liquor Control, we strictly adhere to all laws and regulations. All alcohol must be supplied by the Club. We reserve the right to ask for ID as well as turn down anyone that appears to be intoxicated.

I agree to hold Apple Valley Golf Course harmless and to defend it from any and all claims for damages of any nature whether to myself or to others that may arise from this agreement. The person signing this agreement is responsible for payment of all fees or damage incurred by the organization.

Organizer:

Date:

Apple Valley Golf Course:

Date: