

BANQUET GUIDELINES

.To reserve the room for a function, a Banquet Agreement Form must be completed and a deposit secured with non- refundable cash check or a credit card.

.Unless otherwise specified, all menu prices are subject to an additional service charge of 18.5%, and 9.25% tax , (Includes 1% city tax). The Service Charge is property of the club, not the employee. In Illinois the service charge is taxable. Groups that are tax exempt must present a copy of the tax exempt letter prior to the event.

.Menu selections must be made at least 15 days prior to the event by contacting the Event Planner, either in person or by phone at 847-360-4736.

.In accordance with Health Department regulations, all food items consumed on the premises must be prepared at Bonnie Brook with the exception of Bakery Cakes.. Bonnie Brook Golf Course as a licensee is responsible for the administration of the sale and service of alcoholic beverages in accordance with the State of Illinois Department of Alcoholic Beverage and Tobacco Regulations.

We strictly adhere to the following guidelines:

1. All alcoholic beverages must be supplied and served by Bonnie Brook. No outside alcohol allowed on premises.
2. Persons consuming alcoholic beverages and/or drinking alcohol must be 21 years of age or older.
3. Under-age guests at private parties will not be served any alcoholic beverages.
4. Shots or Long Island Ice Teas are not available at banquet bars.
5. We reserve the right to limit alcohol consumption as deemed necessary.
6. Last Call is 30 minutes prior to end of the event.

.The final number of guests for any function is due 7 days prior to your event along with final payment. Should additional guests be added the day of the event, the total number of additional guests will be the added to the invoice and balance due must be paid at the conclusion of the event. Bonnie Brook cannot guarantee the ability to serve the additional guests should the number of additions be greater than 5% of the original guaranteed total.

.Banquet groups are assigned rooms according to the anticipated number of guests. If there are fluctuations in the number of attendees, we reserve the right to reassign the banquet space accordingly.

.All deliveries and set up must be arranged with the Event Planner or Food and Beverage Manager.

.All decoration concepts must be approved by the Event Planner or Food and Beverage Manager and are the sole responsibility of the customer

1. Customers are not permitted to use ladders or exterior equipment in decorating.
2. No objects may be attached to walls, doors, pillars, furniture, valances, shades, draperies or any other part of the building.
3. No open flames are permitted. All candles must be enclosed in a closed candle holder.
Any damage and repairs associated with candles are the responsibility of the client.
4. No glitter or confetti may be used for decorating.
5. All balloons must be removed from the premises before leaving to avoid setting off alarms.
6. A false alarm cost is \$500 and will be applied to your account should this happen.
7. Standard table linens are included in the menu price...colors may be ordered in advance for an additional fee.
8. Saturday events must guarantee a minimum of \$500.00 to be spent in the bar in addition to menu selections. A bartender fee of \$35/hour is required for any private event.

.The company, organization or individual booking the event will be responsible for the conduct of its members or guests. Children are not allowed on the golf course. Damage or theft of Park District or Golfvision property will be charged to and paid for by the responsible booking parties as an additional charge.

.To insure the safety of our guests and as a courtesy to our golfers, permission from the Pro Shop is required to take photos outside or near the golf course while golfers are present.

.Bonnie Brook staff reserves the right to take and use photographs before and during the event.

WEDDINGS

- .When arrangements are made less than thirty (30) days prior to the wedding date, the total anticipated cost is due at time of booking.
- .Special arrangements may be made with management to have your ceremony on the premises for a fee of \$300.00. Outside ceremonies require an additional fee of \$150.00 plus \$3.00/chair.
- .Since the wedding cake will be served as dessert, we recommend you cut the first slice and take photos before dinner. The wedding cake cutting fee is waived with the purchase of all wedding packages.
- .Wedding packages are exempt from additional fees, except outside ceremonies which are stated above.

SECURITY

- .Waukegan Park District and Golfvisions do not assume responsibility for damage or loss to any merchandise brought into the facility for meetings or special events by the client or their agent. All items must be removed the evening of the event.
- .If additional security is required as determined by Park District or Golfvision Management, additional fees are the sole responsibility of the client.

ADDITIONAL FEES & SERVICES

- .A room fee of \$100.00 per hour will be assessed for all meetings without the purchase of food.
- .There is a room charge of \$500.00 for parties of 100 or more
- .Security Alarm visits due to left over balloons or Elevator emergency alarms from an event will be charged to the client.
- . An additional \$100.00 cleaning fee may be charged to the client for excessive debris left from the event. .
- .Additional fees may be charged to cover staff expense due to last minute changes in time or guest count.
- .Dance Floor set up \$125..Cake Cutting...\$35.00..Private Bartender..\$35/hr.

CANCELLATIONS

- . Initial deposit is non-refundable. If the event is cancelled within 60-90 days of the event, 50% of total deposits and fees paid will be forfeited.
- .If the event is cancelled within 60 days of the event, the client forfeits 100% of the deposit and fees paid.

Bonnie Brook Clubhouse, Waukegan Park District
 2800 North Lewis Avenue, Waukegan, Illinois 60087
www.waukegangolf.org 847-360-4736

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Initials	Initials
Event Representative	BB Representative