



# *Madera Clubhouse Policy*

## **~ USE OF FACILITIES ~**

Space within the clubhouse will be assigned or suggested by staff based on the size of your group. We reserve the right to move your group based on final guarantees. All functions must start and end on the times stated on contract. We reserve the right to impose reasonable additional charges for additional time.

## **~ EVENT ATTENDANCE GUARANTEES ~**

To insure proper service, please provide us your guaranteed final guest count ten (10) working days prior to your event. Your guaranteed final guest count is the minimum number permitted from your guaranteed count. The club will be prepared to accommodate additional guests up to 5% in excess of your guaranteed count, and will provide the same menu items you have chosen at the same per-person price. All guests in excess of 105% of your guaranteed count will be provided a substitute meal of our choice.

## **~ DEPOSIT AND PAYMENT ~**

You may pay by credit card, or subject to satisfactory credit report, by personal check. A deposit of \$500 is payable at the time of contract. The full balance of all estimated charges is due prior to the event. All additional charges are due at the conclusion of the event.

## **~ MENUS ~**

Your written selection of all menu options is due one month prior to the scheduled event. Our menu packet contains all of our standard menu selections, however, we welcome custom menu selections, and our talented staff is always willing to assist with your planning. Buffets require a minimum count of 50 people. We cannot provide a buffet for fewer than 50 people, but if your guest count goes below 50, we will be happy to substitute a selected individually plated entrée.

## **~ BEVERAGE SERVICE ~**

We are licensed by the state to serve alcohol and no person may bring alcoholic beverages onto the property.

## **~ CANCELLATION ~**

If you cancel your event, we retain your deposit as liquidated damages. Any additional monies paid toward the event will be reimbursed if cancellation is at least two months prior to the scheduled event.



**~ SECURITY ~**

A member of the Robson Communities Security Patrol is required on premises during the entire event. Your cost for this service is \$200.00 (flat fee).

**~ SIGNAGE ~**

All signs and banners you wish to install for your event, and their proposed locations, are subject to our approval. No signs or banners may be placed on the exterior of the building. Club personnel will assist in placing all signs and banners. We may impose a service charge depending on the amount of labor or if special tools are required.

**~ DECORATIONS ~**

No confetti, rice, etc. may be used on the tables or thrown.

**~ OUTSIDE CONTRACTORS ~**

All outside contractors (i.e. bands, DJs, florists, photographers, etc.) are subject to approval by club personnel.

**~ DAMAGE AND THEFT LOSS ~**

You are responsible for all damages and losses by theft that occur during your event.

**~ SERVICE CHARGES AND TAXES ~**

A 20% service charge is applied to all food and beverage charges along with applicable tax to all room rentals, food and beverage charges.

\_\_\_\_\_  
Responsible Party

\_\_\_\_\_  
QCCC Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date