



508-252-9761 ~ 508-252-3192 (fax)
82 Hillside Ave, Rehoboth MA
www.HillsideCountryClub.com

Wedding & Special Event Contract

1. **Guarantee of Event Reservation & Payment Terms**

Weddings & Quinceaneras: A \$2500 deposit is required at time of booking to reserve the date.

Payment Schedule: 9 months before event 25% of remaining balance is due.

3 months prior to event an additional 25% of remaining balance is due.

Remaining balance is due in full 14 days prior to event.

For each subsequent week that payments are late, there will be a **late fee of \$100** applied to your balance unless other arrangements have been made prior to due date of original payment schedule. If booking is closer than this timeline indicates, an adjusted deposit schedule will be determined at booking.

A valid credit card will be kept on file will be charged for any additional charges incurred during event.

Name: _____ **Card Number:** _____ **Exp.:** _____

Other Events: A 20% deposit of estimated cost is required to reserve the room. Payment in full day of the event.

2. **Payment:** Hillside Country Club accepts cash, checks, credit/debit cards and money orders. Personal checks are not accepted for final payments or payments made within 3 months of event date. Final payment must be in the form of a bank or certified check for weddings/quinceaneras. Any credit card payment cannot exceed \$8000 per transaction. The initial deposit and all subsequent payments are non-refundable and non-transferable.

3. **Guest Count: Weddings & Quinceaneras:** The guaranteed guest count must be submitted **14 days prior** to event date. This count is the amount that will be billed and cannot be decreased. 3 months prior to event date your estimated guest count will be reevaluated and may not decrease by more than 20%. If your guest count falls below 20% less, you will be responsible to pay for the food minimum equivalent of the required guest count. If the guaranteed number of dinners is not used or is lower than the number of guests paid for no credit can be used towards other items.

Other Events: The guaranteed guest count must be submitted **10 days prior** to all other special events. If we do not receive your final count 7 days prior you will be billed for the last count on your invoice. This count is the amount that will be billed and cannot be decreased.

4. **Menu Pricing & Selection:** All prices are subject to change at any time. Any pricing determined by "Market" will be quoted and finalized no earlier than 30 days prior. Except for short term bookings, menu selections must be finalized no later than thirty (30) days prior to event. Menu selections can be made any time after your tasting. If it is a short term booking, all menu items must be finalized when your final count is received 10 days before.

5. **Taxes and Administrative Charge:** All charges provided by or through Hillside Country Club are subject to an Administrative Charge of 20%. The Administrative Charge may be used in whole or in part and subject to Hillside Country Club sole discretion, to pay regular wages, overtime compensation, and or incentive compensation to various staff members engaged in the production and execution of the Event. No gratuity is expected or required. Hillside Country Club reserves the right to change the nature and use of the Administrative charge at any time and at its sole discretion. All applicable charges will be subject to state (6.25%) and local (.75%) taxes.

6. **Food & Beverage Guidelines:** Except for the provision of celebration cakes or non-alcoholic favors, Hillside Country Club will be the exclusive provider of food & beverage on the premises. **No food or beverage items, including alcoholic beverages may be brought onto or removed from the premises.** If the consumption of outside alcohol is present at event Hillside Country Club reserves the right to ask participating parties to leave property or refuse bar service for entire event. Only Hillside Country Club servers/ bartenders may serve alcoholic beverages. We reserve the right to request proper identification of any person consuming alcoholic beverages; refuse alcoholic beverage service if a person is under age or cannot produce proper identification; refuse alcoholic beverage service at any time for any reason and to any person who, in Hillside Country Club sole judgment, should not be served alcohol.

7. **Conduct:** Hillside Country Club reserves the right in its sole discretion to determine the acceptable noise level for all music and entertainment at the event. Hillside Country Club shall have the right to reduce the sound to

acceptable levels or to otherwise maintain sound as require by Hillside Country Club and the town. Guarantor agrees to conduct the Event in full compliance with all applicable laws, by laws, regulations including any permits and or approvals required for the Event.

8. **Personal Property:** Hillside Country Club is not responsible for the loss, damage or theft of any personal property including any automobile theft or damage in the parking lot or with a third party valet service. Guarantor assumes responsibility for any and all property damage and or personal injury including attorney’s fees, arising from any negligent act or omission by Guarantor, any of Guarantor’s guests, Vendors or other persons attending the events when in the building.

9. **Arrival Times:** To ensure complete privacy and readiness for your event, our indoor/outdoor facilities will not be available for early arrivals. For weddings/quinceaneras, parties can arrive 90 minutes before the event to take pictures or have access to bridal suite if there is no prior event taking place. Arrival time must be approved by a Hillside Country Club representative. For all other events, arrival time may be no earlier than 45 minutes prior to the start time of the event.

10. **Room Rental & Property Usage:** Room rental includes use of private facilities including dining room, patio area & fire pit areas. Guests are not allowed on golf course or member areas at any time including putting green, golf carts or pool area. Children must be accompanied by an adult at all times and are not allowed on golf course at any time. Photos are allowed to be taken at designated areas on the property. If photos are to be taken on golf course a maximum of two golf carts can be provided. A Hillside Country Club representative will escort you to designated photos areas to ensure safety. Any damage resulting from the misuse of Hillside Country Club equipment will be the responsibility of the Guarantor.

11. **Event Material & Décor:** Hillside Country Club must be informed of all outside vendors and may be ask them to provide an insurance certificate. **All linen, chair, draping, etc. rentals must be provided by Hillside Country Club or an affiliated vendor.** All event materials, fabrics and décor must comply with local fire laws and building codes. No event materials or décor may be affixed to the walls, floors, windows, doors or ceilings with nails, staples, tape or any other substance. Guarantor shall remove all décor, event materials, debris or display refuse (unless provided by or through Hillside Country Club) promptly after the event time to avoid any additional fee. Hillside Country Club is not responsible for any loss or damage to items left behind after an event. Any loss or damage caused to décor or property rented from or supplied by Hillside Country Club will result in a fee determined by management. Confetti/Glitter is prohibited and if used may result in an additional cleaning fee. **Flamed candles are prohibited.**

12. **Default, Cancellation, Termination & Postponement:** If Guarantor fails to make a payment on the due dates, Hillside Country Club reserves the right to cancel the event and terminate the agreement. Hillside Country Club, in its discretion, can terminate this Agreement if Guarantor materially breaches any of the terms or conditions of this Agreement. Should guarantor cancel or for any reason fail to proceed with the event as scheduled, Hillside Country Club shall consider all payments earned. Any cancellation must be in writing. Transfer of payments as a result of postponement of event is at the sole discretion of Hillside Country Club management.

13. **Force Majeure:** If acts of God or government authorities, natural disasters or other emergencies beyond a party’s reasonable control make it illegal or impossible for such party to perform its obligations under this Agreement, such party may terminate this Agreement upon written notice to the other party without liability.

14. **Limitation of Liability:** Hillside Country Club is limited to the corporate assets of Hillside Country Club only. No officer, employee or agent of Hillside Country club shall have any personal liability with respect to this Agreement or the performance of Hillside Country Club obligations hereunder.

Client/Organization Date:

Hillside Country Club Representative Date: