



Dining Room Rental Contract

The rental fee for the use of the dining room is as follows:

- 60 persons or less = \$300.00
- 60 persons or more = \$450.00
- This fee is separate and aside from the Food and Beverage charges and any and all connected charges (i.e. tax, gratuity, other miscellaneous fees, etc...) for the event.
- This fee must be paid before we will reserve the requested date of the event. The event date will not be considered confirmed until this fee is paid in full.
- All food and drink must be purchased from the Club. The only exclusions apply to store bought cakes for special events – i.e. birthdays, weddings, etc... Homemade cakes are not allowed.
- 100 person maximum occupancy allowed inside clubhouse.
- Additional seating available on the patio @ \$5.00 for each additional seat.
- There will be an additional charge of \$10.00 per hour for each bartender. Two bartenders are required for groups over 60 guests. (Minimum 5 hours each.)
- A minimum of 50% of the total contracted price for food, bartender fees and any other fees will be due 14 days prior to the event.
- The final number of guests is also due 14 days prior to the event. This is the number used as a “final guarantee” of attendance and client will be billed for this number of guests. The final guarantee number can increase before the event but it can not be reduced.
- The remaining balance will be due on or before the date of the event.

In the event of a cancellation by the client, our refund schedule is as follows:

More than 60 days notice = full refund

30 to 60 days of notice = 50% of rental fee

15 to 30 days of notice = 25% of rental fee

Less than 15 days of notice = Forfeiture of deposit.

In the unlikely event the Club cancels the function a full refund will be given – regardless of time before the event.

Westminster Golf Club is not responsible for any lost, stolen or damaged items brought onto the property. We further reserve the right to monitor and control alcohol consumption of any guest while on Westminster property including the clubhouse, dining room, golf course and surrounding areas of Westminster property.

Client shall be responsible for any damages the club may incur as a result of clients guests willingly or unwillingly damaging any contents of Clubhouse or its surrounding areas including but not limited to the golf course, golf carts and common areas.

In order to keep costs to a minimum, Westminster chooses not to be a formal dining facility and does not have accommodations for formal dining available. If clients want to decorate the facility before their event, this may be discussed. Certain times of the day and week the Clubhouse is available to be rented. Westminster has dinner of Tuesday, Wednesday and Friday nights whereas the Clubhouse is not available for rental. All other days the Clubhouse may be available for rental but the golf course does not close down and we will continue to serve our golfers. Most generally after 6 or 7 the Club can accommodate your needs.

This contract is a binding contract between Westminster Golf Club and the Client. This contract constitutes an understanding by which the client has agreed to the services and the terms provided through this contract by Westminster Golf Club. The Client shall make all payments according to the terms provided herein.

DATE OF EVENT _____/_____/_____
NUMBER OF GUESTS _____ Charge _____
(60 or Less \$300.00 due; 60 or More \$450.00 due)
Must be paid before event can be confirmed

BARTENDER FEE
Check None, One or Two: None _____ One _____ Two _____ Charge _____

ADDITIONAL CHARGES IF ANY Charge _____

FOOD CHOICE _____ per person Charge _____

(Menu selections are made on the following banquet menus) 6% Sales Tax _____

18% Gratuity _____

SUB TOTAL CHARGES..... _____

DEPOSIT DATE _____/_____/_____ AMOUNT _____

NEXT PAYMENT DUE DATE (50% of total charges agreed upon due 14 days before event)

Payment due on: _____/_____/_____ for \$ _____
With \$ _____ due on date of event.

Client Signature _____ Date _____/_____/_____

WGC Event Coordinator Signature _____ Date _____/_____/_____