



WAUKEGAN PARK DISTRICT



BANQUET AGREEMENT

Type of Event: _____

Name of Event: _____ **Day/Date of Event:** _____

Event Contact Name: _____

Address: _____ **City:** _____ **Zip:** _____

Day Phone: _____ **Evening Phone:** _____ **Cell Phone:** _____

Email Address: _____

Number of Guests: _____ **Start Time:** _____ **End Time:** _____

Room Reserved:

Food Selection:

Beverage Selection:

Payment Information:

Total Number of Guests: _____ @ \$ _____ Total: \$ _____

Deposit Amount: _____ \$ _____

Total Due: _____ \$ _____

Credit Card #: _____ Exp: _____

Special Requests/Setup:

Responsible Party Signature: _____ Date _____

Bonnie Brook Representative: _____ Date _____



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Banquet Guidelines:

- To reserve the room for a function, a banquet agreement form needs to be completed and a deposit secured with cash or a credit card.
- Unless otherwise specified, all menu prices are subject to an additional 18.5% service charge and 8% sales tax. The service charge is property of the club, not the employees. In the state of Illinois, the service charge is taxable. Groups that are tax exempt must present a copy of the form prior to the event.
- Menu selections need to be made at least 15 days prior to the event by calling Food and Beverage Supervisor, Mike Steele at 847-360-4734.
- 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 beverage in accordance with the State of Illinois Department Alcoholic Beverage and Tobacco Regulations. We strictly adhere to the following guidelines:
 1. All alcoholic beverages must be supplied and served by Bonnie Brook.
 2. Persons purchasing 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 the end of the event.
 7. Alcohol cannot be brought onto the premises.
- The final count of number of guests for any function is due 7 days prior to your event. This is the number the party is responsible for paying for unless it is greater than on the day of the event.
- If the amount of people attending the function is greater than 5% of the guaranteed total. Bonnie Brook cannot guarantee the ability to serve additional guests.
- Banquet groups are assigned 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 for set up requirements.
- All deliveries and set up must be arranged with the Food and Beverage Supervisor.
- All decoration concepts must be approved at least 10 days prior to the event. Approved decorations can be brought in and are the sole responsibility of the customer.
 1. Clients are not permitted to use ladders or exterior equipment in decorating.
 2. No object may be attached to walls, doors, pillars, furniture, valances, shades, drapes or any other part of the building.
 3. No nails, thumbtacks or tape allowed on any walls.
 4. No open flames are permitted. All candles must be enclosed in a closed candle holder. Any damage and repairs associated with burns, wax or smoke damage will be the responsibility of the client to pay.
 5. No glitter or confetti may be used for decorating.

6. All balloons must be removed from the premises before leaving. Balloons will set off the security alarm system. False alarm costs will be applied to your final bill.
 7. Standard table linens are included in the menu price. Colored napkins may be ordered three weeks in advance for an additional charge per napkin.
- The company, organization or individual booking the banquet event will be responsible for the conduct of its members or guests. Damage or theft of Park District 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 the 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 can be made with Banquet Management to have your ceremony on the premises for a fee of \$300.00.
- Since your wedding cake will be served as your dessert, we recommend you cut the first slice and take photographs before dinner. The wedding cake cutting fee is waived with the purchase of all wedding packages.

Security

- Bonnie Brook Golf Course and the Waukegan Park District do not assume responsibility for the damage or loss of any merchandise brought into the facility for meetings or special events by the client or their agent. All items need to be removed on the evening of the event. The client will be responsible for any items left after an event.
- If additional security is required, any additional fees will be the responsibility of the client.

Additional Fees & Services

- A room fee of \$100.00 per hour or \$1,000.00 per day will be assessed for all meetings without the purchase of banquet food.
- Add \$1.00 per carryout to package unserved plated entrees up to the number of your guaranteed guests.
- Security alarm visits due to left over balloons from event will be charged to the final bill.
- An additional fee of \$100.00 will be applied if staff is required to set up or remove any additional decorations.
- An additional \$100.00 cleaning service fee, if necessary, may be applied to the final bill.

Cancellations

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