

Welcome to The Foothills Grill

The Foothills Grill is excited to be the host of your upcoming golf event. Our professional staff is eager to serve you to ensure that the details of your event are handled with ease. Be assured that your experience at The Foothills Grill will be memorable and beyond your greatest expectations. The following items are important reminders about hosting an event at The Foothills Grill.

Event Booking Procedures

In order to secure a date, a Banquet Event Order form (BEO) will be provided to you that must be signed and returned to the Manager at The Foothills Grill. Once a date has been confirmed, a copy of the BEO will be provided and the room rental fee/deposit will be required for meetings, banquets, weddings & events alike. This is a non-refundable room rental fee/deposit. The signed contract must accompany the room rental fee/deposit to reserve the date and both must be received 60 days before the event. The non-refundable room rental fee/deposit is paid prior to your event.

Menus

All food and beverages consumed at an event must be purchased through The Foothills Grill. Our menus are specifically designed to give you a wide variety of selections. If you are interested in a meal not shown in our menus, please let us know. Our chef will be pleased to prepare a menu especially created for you. Prices are subject to change, but will be guaranteed 60 days prior to your event. Prices on the menu are subject to 5.1% sales tax and 18% gratuity, which will be added to the final bill.

Children's Menu Prices

Children 3 years old and younger dine free of charge. Children between the ages of 4 and 11 will have the choice to partake in the same buffet or plated food items as the adults for \$5.00 less than the set price on the menu. The child also has the choice to order any of the selections from the children's menu in our daily menu for \$5.00 per child. All Children's selections are subject to 5.1% Sales Tax and 18% Gratuity.

Food

All food items must be prepared and supplied by The Foothills Grill, with the exception of wedding cakes. A cake-cutting fee of \$50 will be charged for wedding cake service.

Beverage Service

The Foothills Grill can provide a full service bar or cash bar, with a wide choice of liquors, beers, and wines for your event. Our staff and managers have been trained in our Alcohol Awareness Program. It is the policy of The Foothills Grill to comply with all state and local laws pursuant to alcoholic beverage service, including, but not limited to:

- Persons under 21 years of age are not permitted to consume alcoholic beverages.
- Any persons who are known to be intoxicated will not be served alcoholic beverages.
- All alcoholic beverages consumed on the property must be purchased from The Foothills Grill.
- Unauthorized alcohol brought onto the premises will be confiscated.
- The client is responsible for assisting club management in resolving any alcohol related issues involving their participants or guests.

Cancellation Policy

Food and Beverage:

- Expenses incurred by The Foothills Grill in preparation for a confirmed event become the responsibility of the guest. The final guest count is due 5 business days prior to the event. The final invoice will be based on this guest count.

Regulation of Events for Personal Property

Security Liability, Decorations and Damages:

- The Foothills Grill reserves the right to inspect and regulate all functions in accordance with The Foothills Grill policy and established laws.
- All decorations that require affixing or attaching to anything must have prior approval of The Foothills Grill. The Foothills Grill is not responsible for any merchandise brought into the Club prior to an event or left after an event. The client agrees to accept responsibility for excessive clean-up due to inappropriate activity or repairs for any and all damages to facility.
- Any damages to facility due to decorations or equipment set-up will be assessed accordingly for an additional charge. Credit card on file will be charged.

Impossibilities:

Should events beyond the control of The Foothills Grill and/or your party (acts of God, power failure), this agreement shall be terminated without prejudice.

Tax & Gratuity

A 5.1% sales tax is added to all food and non-alcoholic beverage prices unless a tax-exempt letter is provided prior to the time of your event. An 18% service charge is then added to your bill. Additional beverages and food items will be assessed 5.1% sales tax and 18% gratuity.

Guarantees

The Banquet Manager must be notified of the exact number of guests attending each event 5 business days prior to the event. If the Banquet Manager is not notified with a final count, the guaranteed number of guests will become the number indicated on the BEO. The count is not subject to reduction within 5 business days of the event, and you will be billed for at least as many people as given on the final count. If the actual attendance exceeds your guarantee, you will be charged for the actual attendance. An increase in attendance will be accepted up to 3 days prior to the function, provided space and product are available.

Event Planning Timeline

Upon signing of The BEO:	Deposit and BEO due
2 weeks Prior to the Event:	Final menu due
5 Business Days Prior to the Event:	Final count of guests due

PRICE AND PAYMENT

Detailed arrangements will be outlined in a Banquet Event Order (BEO). The balance will be due at the conclusion of the event. A valid credit card is required on the BEO. Payments may be made with Visa, MasterCard, American Express, money order, personal check guaranteed with a credit card or cash.

Outside Vendors

Customer is responsible for all coordination involving suppliers, i.e.: DJ's, Bakery, Florist, etc. Please list the vendors on the BEO.

The Foothills Grill **Room Rental/Deposit Fees**

The Room Rental fee is considered your Deposit to reserve the room. Upon signing the Banquet Event Order (BEO) with a Manager, please provide a check in the amount of the room rental fee or a valid credit card which will be deposited or charged immediately to reserve the room for your function. This fee/deposit is non-refundable. Final Menu Selection is requested 14 days prior to event. Final guest count is due 5 days prior to event.

Main Dining Room/Bar: 90 person capacity

Golf Tournaments: \$100.00 deposit required which goes toward final invoice. Deposit is non-refundable. Tax and gratuity included in Golf Tournament Menu Options. 5.1% Sales Tax and 18% Gratuity added to any additional food or beverage items selected.

Social Event Room Rental/Deposit: 40 person minimum to book room. \$100.00 for use of the room up to 5 hours. Minimum \$10.00 food and beverage per person purchase minimum.

Linen Service: \$1.50 per person linen charge in addition to the room rental/deposit charge.

Wedding Reception Rental Fee/Deposit: \$500.00 for use of the room up to 5 hours. Minimum \$10.00 food and beverage purchase per person. This fee includes white linen service, coffee, tea, iced tea china, flatware, room set-up and breakdown and bar set-up.

Tax & Gratuity: Social Events and Wedding Receptions Food and Beverage items selected will be charged 5.1% Sales Tax and 18% Gratuity.

Dance Floor Fee: You may rent the wooden dance floor for \$50.00

Grove Rental: The outside picnic area may be rented for \$100.00. Please reserve through Foothills Grill management. Food and Beverage service is available through the restaurant. Ask Manager for details. Due to liquor license requirements, alcohol must be purchased through the restaurant. An attendant from the restaurant will be required to serve at a fee of \$25.00 per hour, minimum two hours.