

# Event Contract- Agreement for the Banquet Room

(Please read the contract carefully)

## POLICIES AND INFORMATION FOR EVENTS HELD AT THE BUCKEYE SPORTS LODGE

Must be a member in good standing for at least six (6) months at the time of inquiry about the party room to avoid the rental fee. If you are a non-member there will be a \$350.00 room rental fee in addition to the minimum food purchase that is required. A member may not book the room for a non-member..... NO EXCEPTIONS. If the party requires that the stage be removed from the room there will be a 100.00 service fee. If linens are needed there is an additional charge. Please note that our banquet room will accommodate 150 guests.

## DEPOSITS & PAYMENTS

Parties are expected to pay a two hundred dollar (\$200.00) deposit to secure the date on the day of booking. If this is not paid the date will then be re-opened for other events. The day of the event a bill will be issued with the remaining balance with the deposit deducted. Please note that this is a non-refundable deposit should you cancel your event.

## THE BUCKEYE SPORTS LODGE SERVICE AND OHIO SALES TAX

All food purchases are subject to a 20% gratuity charge that covers the food purchase only. This does not include gratuity on bar tab. The charge is in place to cover expenses such as set-up, cleanup of the room and staff to work the event. There is no other gratuity charge added unless specifically requested. All food and beverage are subject to Ohio State Sales Tax.

There is a fifteen hundred dollar (\$1500.00) minimum food purchase required to have the upstairs private on Thursday, Friday, or Saturday evenings. The price is adjusted accordingly for other days of the week. This is calculated using the party package amount multiplied by the number of guests. **Please note, this does not include the outdoor patio.** This area, on certain days will have to be shared with the members.

## GUARANTEE OF GUESTS

A final guest count is required ten business days prior to an event. If no final guest count is submitted, we will consider the first number given to be the final count.

Reduction requests after the final count cannot be accepted. All final counts must be given directly to the event coordinator. In the event that guest numbers exceed the final count given, The Buckeye Sports Lodge cannot guarantee that your pre-selected menu will be served to all guests; however, we will strive to provide a comparable meal. You will be responsible for paying for all additional attendees.

You may not bring in other foods as we are a full service restaurant. You may bring in cakes or cupcakes. We cannot sell kegs etc. but will gladly set a bar tab for you.

## LOST OR STOLEN

The Buckeye Sports Lodge is not responsible for any articles that are left on the property after your event nor are we responsible for safety of gifts during the event.

**This document also serves as a release of liability**

The signer of this agreement agrees to release and hold harmless the owners, employees, and associates of the Buckeye Sports Lodge, their heirs and executors in the event an injury should occur to any guest. The signer of this document assumes all liability for the conduct of his/her guests. The signer of this document also assumes all financial responsibility for damage and vandalism that could occur at the hands of his/her guest.

By signing below you are in agreement with all rules and regulations.

Date of your event: \_\_\_\_\_ Date of signing: \_\_\_\_\_

Deposit: \_\_\_\_\_

Name: \_\_\_\_\_

THANK YOU FOR YOUR BUSINESS!

Sincerely,

Rebecca Lewis/ Owner/ Event Coordinator