

Club Paradise Banquet Rental Contract

Name _____ Phone _____

Address _____

City/State/Zip _____

Event Date _____ Start Time _____ Dinner _____ End _____

A signed contract, deposit and a valid credit card are required to confirm that the date will be reserved.

Deposit/Payment _____ (initial)

A non-refundable deposit of \$500 is required to hold a date. This deposit will be applied to your final bill.

The final bill must be paid at the conclusion of your event. Acceptable forms of payment are cash, credit card or check made payable to Club Paradise.

All banquet food & beverage services are subject to 7% Indiana Sales tax & 18% gratuity

Cancellation Policy _____ (initial)

Any cancellation within 30 days of the reserved date will result in an extra \$150 to the credit card on file

Room Rental Policy _____ (initial)

Room Rental fee is \$95 per hour, 2 hour minimum. Room charge will end when the room is empty of guests and will be added to your bill at the end of your function. It is your responsibility to inform your guests when the function is over. Guests staying late will result in additional room charge fee.

You may access the room 2 hours before your function begins to decorate. If you need additional time, arrangements must be made ahead of time with banquet manager and may result in additional room rental fee. No confetti of any kind is allowed to be used for decorations. Using confetti will result in a \$100 cleaning fee added to your card on file.

Please inform your guests to park in the back parking lot and use the banquet room entrances located at the back of the building.

Food and Beverage Policy _____(initial)

Final menu selections must be submitted at least 10 days prior to your event. Guaranteed guest count is also due 10 days prior. This will be your minimum billed number unless you increase the number of guests. If guest count is reduced at the time of your event, you will still get charged for the guaranteed number of guests.

For Health and safety reasons, buffets will be set for a maximum of 1.5 hours of service.

No outside food or beverage is permitted on the premise, with the exception of wedding/birthday cakes approved prior by banquet manager.

No outside alcoholic beverages are permitted on the premise. This is a violation of Indiana liquor laws and the signer is subject to a \$500 fine. If outside alcoholic beverages are found, we will discontinue service and offending persons asked to leave.

Club Paradise reserves the right to refuse service to any person who is intoxicated.

Club Paradise requires valid ID for anyone attempting to purchase alcohol. Anyone caught furnishing alcohol to underage party guests will be removed from the premise.

No food or beverage may be removed from the event by the customer or any attendees.

I have read, understand and agree to all conditions set forth in this contract

Client signature _____ Date_____

Print Name _____

Credit Card (circle one) VISA/MC/AMEX/DISC

Card Number _____

Exp date_____