

River Forest Country Club (RFCC)

Banquet and Events Contract
130 Club House Drive
Freeport, PA 16229
events@riverforestgolf.com | 724-295-2298 ext. 2

*The following information contains guidelines and policies for rental of facilities at RFCC.
Please read all the information before signing this contract.*

1. Booking and First Payment

To secure your event date, a non-refundable deposit is due in full at the time of booking and contract signature. Your room rental, final balance of food, gratuity and sales tax will be due 14 days prior to event. Any additional items or services will be added to invoice day of event.

- **Banquet Hall + Restaurant:** \$1500
 - \$500 non-refundable deposit
 - \$1000 non-refundable room rental
 - **Restaurant Only:** \$1500
 - \$500 non-refundable deposit
 - \$1000 non-refundable room rental
 - **Banquet Hall Only:** \$500
 - \$250 non-refundable deposit
 - \$250 non-refundable room rental
 - **Party Room:** \$150
 - \$50 non-refundable deposit
 - \$100 non-refundable room rental
 - **Ceremony Set-up** (includes up to 120 chairs): \$500
- Credit Card Processing Fee (optional): If paying by credit/debit card, a processing fee of 3% applies. Payments by cash or check incur no processing fee.
 - Returned Checks: \$100 fee for returned checks.

2. Final Balance & Price Confirmation

The remaining balance due per final invoice will/and includes: food & beverage, 20% service charge (gratuity), and 6% sales tax. Menu selections and pricing are confirmed when your menu is finalized (see §5). If not yet finalized, prices are subject to change.

Guest Count Guarantee: A confirmed guest count is due 14 days prior to the event. You will be billed for that number or higher (additional guests may be added, but not reduced.)

Payment Schedule: Final payment is due no later than 7 days prior to the event, unless otherwise approved in writing.



3. Event Access, Timing, & Overtime

- Access Window: Client/vendor access to the contracted space is included starting 2 hours prior to the scheduled event start time for setup. Rentals are booked in 5-hour blocks.
- Event End: All events must conclude by 11:00 pm unless prior written approval is granted.
- Tear Down: Client tear-down must be completed 1 hour after the scheduled end time.
- Overtime: Usage beyond the above windows is billed at \$100 for each half-hour or portion thereof past event time.

4. Food and Beverage

- Exclusive F&B: All food and beverages must be supplied and prepared by RFCC, except approved specialty desserts (see §6).
- Alcohol: No outside alcoholic is permitted. All alcohol must be purchased and served by RFCC in compliance with state law. RFCC reserves the right to refuse service to any guest who appears intoxicated or underage.
- Last Call: RFCC may enact a last call up to 30 minutes before event ends, at management's discretion or due to legal/safety requirements.
- Bar Minimum: RFCC requires a bar sale minimum; if not met, the difference is charges as a fee.
- Plated Salad Service (optional): If salads are individually plated and served to each guest, add \$3.00 per person.

5. Event Types & Pricing Options

Rental Space Options (**choose one at contracting**)

- Option 1 - Standard Event (any size): Room rental applies per §1. Food and beverage are priced from the standard Banquet/Events menus. Taxes and charges apply per §12, including a 20% service charge (gratuity) and 6% sales tax on taxable items.
- Option 2 - Wedding Package (70+ guests): For events with 70 or more guests ordering exclusively from RFCC's Wedding Package Menu, the room rental is waived. Client pays Wedding Package food pricing (per person), plus a 20% service charge (gratuity) and 6% sales tax per §12.
 - *Notes (both options): Ceremony setup fees (§1), bar minimums/staffing (§4), rentals/linens/decor (§7), and any approved administrative fees (§12) still apply. If Wedding Package requirements are not met (e.g., guest count drops below 80 or menu is mixed with non-Wedding items), pricing reverts to Option 1 and the room rental applies.*



Bar Service Options & Alcohol Policy

Bar Service Models (choose one at contracting):

- Option 1 - Consumption / Cash Bar: The host may be billed on actual consumption at current menu pricing (plus 20% service charge (gratuity) and 6% sales tax), or guests may pay individually at the bar. A bar sales minimum may apply per \$4; any shortfall is charged to the host.
- Option 2 - Flat-Rate Per-Person Bar Package: Unlimited standard bar service for the contracted duration (e.g., 3, 4, or 5 hours) at a fixed per-person rate (plus 20% service charge, gratuity and 6% sales tax) for guests ages 21+. Package inclusions/brands are defined on the Bar Package Menu. Approved overtime bar service is billed per person per additional hour.

Alcohol Compliance & Safety:

- No outside alcohol is permitted; all alcoholic beverages must be purchased from and served by RFCC. Outside alcohol will be removed.
- ID required. Service to persons under 21 or visibly intoxicated is prohibited. RFCC reserves the right to refuse service.
- Bar staffing is one bartender per 85 guests; additional bartenders, if requested or required, are \$150 each.

6. Menu Selection, Tastings, & Special Diets

- Menu Finalization: Menu selections must be finalized 14 days prior to the event.
- Dietary Needs: RFCC will make reasonable efforts to accommodate common dietary restrictions (e.g., vegetarian, gluten-free, nut-free) when notified 14 days prior.
- Allergens: Client is responsible for providing RFCC with a list of known guest allergies in writing. RFCC operates a shared kitchen; cross-contact risks cannot be fully eliminated.

7. Outside Desserts, Cakes & Cookie Tables

RFCC allows outside specialty desserts (e.g., wedding cake, cookie table) only from licensed, insured bakeries. Client must provide the bakery's business name and contact information at least 14 days prior to the event.

- Option A — RFCC-Handled (Flat): Cookie Table Handling (RFCC-plated/tiered displays plus to-go packaging): \$500 flat. Only licensed, insured bakeries permitted; family or unlicensed parties may not set or plate displays. Delivery must occur during the event access window. No dry/cold/frozen storage is available. RFCC does not box leftovers; client must provide take-home containers. Cake cutting by RFCC, if requested: \$1.00 per guest (based on final guaranteed count).
- Option B — Outside Professional Vendor: Client hires a licensed, insured dessert professional to deliver and fully set the cookie display within the access window. Family or unlicensed parties may not set or plate displays. No on-site storage. RFCC does not box leftovers. Cake cutting by RFCC, if requested: \$1.00 per guest (based on final guaranteed count).



Health & Safety; Storage; Removal: RFCC cannot provide dry, refrigerated, or frozen storage for desserts before or after the event. Items must arrive ready to display during the access window and must be removed at event end. Food prepared by RFCC may not be packaged by RFCC for off-premise consumption by guests, consistent with applicable health regulations. If clients request boxes during the event, a \$35 charge will be added to the invoice.

8. Rentals, Décor & Prohibited Items

- Approval: All décor must be pre-approved by RFCC.
- Prohibited: Open flames (except enclosed candles approved by RFCC), glitter, confetti, rice, birdseed, fog/smoke machines, nails, staples, screws, tape/adhesives that damage surfaces.
- Hanging/Adhering: Nothing may be attached to walls, ceilings, fixtures, or furniture without written RFCC approval.
- Candles: Only LED or battery operated candles are permitted.
- Linens/Decor Rentals: RFCC can arrange linens, centerpieces, arches, or additional chairs beyond included quantities; fees apply per item and will be quoted.
- Golf Carts (optional): Use of a golf cart for the hours of the event is \$75 per cart. **two carts are included for wedding packages only**
- Damage/Excess Cleaning: Client is financially responsible for damage and for extraordinary cleaning (e.g., glitter removal, wax scraping, carpet extraction), billed at \$75/hour plus materials.

9. Entertainment, Music, & Noise

- Sound Levels: DJ/band volume must remain at reasonable levels as determined by RFCC management.
- Power: RFCC can advise on available circuits; specialty power distribution may require third-party rental at client cost.
- Outdoor Music: Subject to local ordinances and RFCC discretion.

10. Vendors, Deliveries & Insurance

- Load-In/Out: Vendor deliveries must occur within the access window (see §3) unless otherwise approved in writing.
- Vendor Compliance: All vendors must comply with RFCC policies and provide proof of any required licenses.
- Insurance: RFCC may require vendors (e.g., DJs, florists, rental companies, bakeries) to furnish a Certificate of Insurance naming River Forest Country Club as additional insured, with minimum \$1,000,000 general liability. Certificates are due 14 days prior.

11. Children & Safety

- Children must be supervised by a responsible adult at all times. RFCC may remove or restrict access for unsafe behavior.



12. Property, Lost Items & Liability

- RFCC is not responsible for loss, theft, or damage to personal property, décor, gifts, or equipment brought by the client or guests. RFCC cannot hold items before or after the event outside the access window.

13. Taxes, Service Charge & Administrative Fees

- Service Charge: A 20% service charge (gratuity) is applied to all food and beverage.
- Sales Tax: 6% sales tax applies to taxable items and fees as required by law.
- Admin/Coordination Fees: Certain special setups, resets, diagramming, or unusual coordination needs may incur an administrative fee quoted in advance.

14. Force Majeure

- Neither party shall be liable for failure to perform due to causes beyond reasonable control (including but not limited to acts of God, government regulation, war, terrorism, strikes, labor disputes, civil disorder, disasters, epidemic/pandemic, curtailment of transportation or utilities) making performance illegal, impossible, or impracticable. In such case, parties will attempt in good faith to reschedule.

15. Cancellations, Postponements & Refunds

- Non-Refundable: All first payments (room rental + deposit) are non-refundable.
- Client Cancellation: If the client cancels within 30 days of the event, any additional amounts paid may be forfeited.
- Postponement: One date change may be permitted subject to availability and RFCC approval; new pricing may apply to the new date.
- RFCC Cancellation: RFCC may cancel due to unforeseen circumstances; in such cases, all payments will be refunded (sole and exclusive remedy).

16. Indemnification & Damages

- Client agrees to indemnify, defend, and hold harmless RFCC, its owners, officers, employees, and agents from and against all claims, losses, damages, liabilities, costs, and expenses (including reasonable attorneys' fees) arising from or related to the event, the client's or guests' acts or omissions, or vendor activities on property, except to the extent caused by RFCC's gross negligence or willful misconduct.
- Client is responsible for any damage to RFCC property occurring during the event and for excess cleaning as outlined in §7.

17. Compliance & Conduct

- All events must comply with local, state, and federal laws and RFCC policies. RFCC may remove any person engaging in unsafe or disruptive behavior.

18. Entire Agreement; Amendments

This agreement constitutes the entire understanding between the parties regarding the event and supersedes prior discussions. Any amendments must be in writing and signed by both parties. If any provision is held invalid, the remainder remains in effect.



19. Signatures and Event Details

This agreement is made between River Forest Country Club (RFCC) and _____
for the reservation date of _____.

Approximate number of guests: _____

Event start time: _____ Event end time: _____

Access window (setup): _____

Room(s) reserved: _____

Client Name(s): _____

Address: _____

Phone: _____ Email: _____

Client Signature: _____ Date: _____

Client Signature: _____ Date: _____

RFCC Management: _____ Date: _____

20. Payment Record (Office use only)

Payment Method: Credit/Debit Card Check # _____ Cash

Deposit Date Due: _____ Room Rental Date Due: _____

Deposit Amount Due: _____ Paid Date: _____

Remaining Balance Due: _____ Paid Date: _____

Staff initials receiving payment: _____

