

## Flagg Creek Private Party Contract

1. All food and beverage functions require a deposit of \$150.00 to secure a date and time. If the customer cancels within 30 days after making the initial deposit, the deposit amount will be refunded less a \$50 processing fee. Should the event be cancelled prior to 15 days of the event date, the customer shall forfeit the deposit. Flagg Creek Golf Course reserves the right to cancel party contract due to unavoidable circumstances. All moneys will be refunded in this instance.

**In Season** (*April 15th thru October 31st, weather permitting*) the service fee for the room is \$150.00 per event for up to four hours, and *an hourly rate of \$75 per hour* thereafter. There is a \$250.00 dollar minimum bar tab for booked events. The \$150.00 deposit to hold the room will be applied to the service fee. A credit card will be required the day of the event.

**Off Season** (*November 1st thru April 14th weather permitting*) the service fee for the room is \$300.00 per event for up to four hours, and *an hourly rate of \$75 per hour*, thereafter. There is a \$250.00 dollar minimum bar tab for booked events. A credit card will be required the day of the event.

**Room Only Rentals** If a private party is booked during the non-golf/off-season, and the party is for the facility only, with no food or minimum beverage service, the facility charge will be \$125.00 per hour with a 4 hour minimum.

**NO outside alcohol or drinks are allowed.**

You may bring in a cake for your special event from a certified bakery. Our facility can comfortably accommodate up to 60-70 seated guests. We also have a deck area that can be utilized during suitable weather.

2. **Golf Outings** booked with a lunch or dinner afterwards for 50 people or less incur a service fee of \$75, for groups with 50 people or more \$150 service fee for the room and clean up per event for up to four hours, and *an hourly rate of \$75 per hour* thereafter.

## Flagg Creek Private Party Contract (continued)

**3. All food and beverage functions are subject to 20 percent gratuity fee and sales tax.** If your group is tax exempt, please provide a copy of the tax exempt letter from the State of Illinois at the time of booking. Liquor, beer, & wine is never considered to be tax exempt. Please present this letter to the caterer as well.        *initial*

The customer is required to use caterer from the Approved Caterer list. The customer will order and pay the chosen caterer directly. Please provide this information to Event Planner at Flagg Creek at least 7 days prior to event in order to facilitate delivery and set up time.

### Approved Caterers:

Capri Ristorante	708-571-1000	Ledo's Pizzeria	708-354-4500
Barone's	708-354-5555	Mangia Mangia	708-352-3631
Cafe Salsa	708-352-5100	Kenny's Irish Pub	708-354-0991
Villa Bella	708-482-5555	Rosati's Pizza	708-968-6800
Texas Roadhouse	708-482-7870		

Caterer should be instructed to include the necessary utensils that are required to facilitate the set up and serving of food. This should include, but not be limited to, serving utensils, chafing trays and sterno fuel, silverware, napkins and plates.

It is your responsibility to box and remove/take leftover food. Please have your caterer provide carry out items or you will be subject to an additional \$50.00 clean up fee.        *initial*

**4. Flagg Creek Golf Course does not allow: confetti, open flame candles or tape on the walls. You are welcome to bring in your own decorations and cake for your event from a certified bakery.**

**5. Flagg Creek Golf Course reserves the right to impose a service charge on any group for extraordinary labor and set-up time, storage of materials, damages, excessive clean up, decorating, etc., outside normal parameters for your type of function. Additional charges and adjustments are due upon presentation of final bill.**        *initial*

## Flagg Creek Private Party Contract (continued)

6. Prices are subject to change at any time.

7. This contract contains the entire understanding between parties, supersedes all oral commitments, and any change will have no effect unless amended in writing. ***When planning your party keep in mind we are a seasonal business and have golf traffic in and out of the clubhouse. The high season is May through September. Golf traffic is typically minimal during the off season but there is no guarantee the clubhouse would be exclusive to your event.***

8. Please sign below if you understand and are in agreement with the terms as specified above. The party accepting this contract acknowledges that they are at least eighteen (18) years of age.

**Name:** \_\_\_\_\_ (print)

**Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Event Type:** \_\_\_\_\_

**Event Time:** \_\_\_\_\_ **# of Guests:** \_\_\_\_\_

**Chosen Caterer:** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Approval:** \_\_\_\_\_

**Billy Rosinia - General Manager**

**(Revised 1-20-20)**