



Hillbrook

Special Events Contract

4/11/18
Chuck # meal
① contract &
② \$500 deposit
③ form/signature
on last page
Melissa

Thank you for considering The Club at Hillbrook for your special event. We offer a charming private dinner, an elegant wedding, corporate business meetings, birthdays, anniversaries, showers, rehearsal dinners and any special event.

The Club at Hillbrook ("Hillbrook") is a private member-only club located in Russian Township in Geauga County, Ohio. All private events must be hosted by or sponsored by a member. The member does not have to attend the function in order to be a sponsor. In the event that you are not a member and have not been sponsored by a member, a membership must be applied for.



Guarantees

At the time of booking a special event, an estimated number of guests is required. An actual number of guests is required no later than fourteen (14) days prior to the event. Event Host will be billed based on the actual guests or the estimated guest count, whichever is greater. For Saturday events there is a 150 adult guest minimum May 1st through October 31st. For Saturday events hosted November 1st through April 30th there is a 100 adult guest minimum.

Deposit and Billing

Hillbrook requires a deposit in the amount of **\$500.00** to reserve the specified date and time. Should the special event cancel, the deposit is *non-refundable*.

50% of the estimated total cost of the event is due six (6) months prior to the event and the final balance is due ten (10) days prior to the event. These payments are *non-refundable*. Any extra incidentals, corkage totals, etc. must be paid within 72 hours following event.

All payments must be paid via check, cash or credit card. All credit card charges are subject to an additional 3% processing fee. Please make checks payable to The Club at Hillbrook and mail to PO Box 603 Chagrin Falls, Ohio 44022.

Food and Beverage Policy

Hillbrook does not permit any outside food, with the exception of specialty cakes or cookies, to be brought into the Club.

Hillbrook operates as a "bottle club," therefore; the Event Host is responsible for the delivery of alcoholic beverages to Hillbrook within 48 hours of the event. Corkage and set-up charges will apply.

The consumption of alcoholic beverages by persons under the age of 21 is not permitted. Hillbrook is committed to protecting the welfare of our Members, their guests and the community. We reserve the right to refuse service, including service of alcohol, to anybody at any time.

All menu prices are subject to change without notice; however, menu prices are confirmed thirty (30) days prior to all events.

Hillbrook is not responsible for quality of food once it has been removed from the premises.

Corkage

Corkage fees are charged in one of two ways: as a fixed corkage fee per guest, or based on actual consumption. For events over 30 guests, the fixed corkage fee is required.

Beer kegs are not permitted. No cash bars.

| | | |
|---------------------------|----|------------------------------|
| <u>Fixed corkage fee:</u> | OR | <u>Based on consumption:</u> |
| \$14.95 per person | | \$15.00 Wine/Champagne |
| | | \$4.95 Liquor |
| | | \$2.50 Soda and Juices |
| | | \$2.50 Beer |

Vendors

The management of outside vendors is the responsibility of the Event Host.

Vendor meals are available for an additional cost, per vendor, must be prearranged and will be billed on your final bill. Vendors will be served their meal after all guest meals have been served.

Vendors are required to provide all items and equipment that they may need.

Service Charge and Sales Tax

All food, beverage and corkage fees are subject to 23½% service charge and applicable Geauga County sales tax. Prices are subject to change without notice.

Personal Property

Hillbrook is not responsible for lost, stolen or damaged property. Flowers, gifts, cards, center pieces etc. that are provided by the Event Host of the function must be removed immediately following the event. This includes any and all signs, balloons, flowers etc that have been placed on our Club at Hillbrook sign at the entrance.

Damages

Any damages to the Club's premises or equipment will be charged to the Event Host. No rice, birdseed, confetti or other material may be thrown inside or outside of the Club. Artificial floral petals can be used inside and outside but real floral petals are not to be used.

Dress Code

We ask that all guests be properly attired for the occasion. Denim and t-shirts are *not* permitted.

Smoking

Smoking is not permitted inside Hillbrook.

Cleaning Fee

Event Host will be charged when conditions require more than normal custodial care to clean the room following their event.

Event Rentals and Services

All rentals of equipment and services must be arranged and/or approved by Hillbrook. Fees for those rentals and services will be the responsibility of Event Host and will be included in the event estimate where appropriate.

Suites Rentals

Suites may be rented for your convenience. Normal rates apply. Hillbrook's 72 hours cancellation policy applies.

Music Policy

Hillbrook Management will monitor noise levels and hours for music. Please review the following club policies regarding music for private events.

- 1) Unloading of equipment is permitted only in the service entrance; Club Manager will direct you to designated parking place.
- 2) No music shall be permitted after midnight unless prior arrangements have been made with club.
- 3) Maximum decibel level is 85, measured at the far end of the dance floor.
- 4) No sub-woofers permitted.
- 5) Musicians must monitor noise levels. A club staff member will be made available for sound check once band is set up.
- 6) Should musicians exceed decibel level as determined by manager on duty, a warning will be issued. Should a repeat violation occur, power will be cut for the remainder of the event and the musician will not be permitted at Hillbrook for future events.
- 7) Club supplies 110v electrical outlets. Musicians are to supply any auxiliary equipment, including extension cords.
- 8) No friends/clients of musicians allowed on property, without prior management approval.

Event Fees

| <u>Number of Guests</u> | <u>Per Event</u> |
|-------------------------|------------------|
| >50 | \$250.00 |
| 51-100 | \$500.00 |
| 100-149 | \$750.00 |
| 150+ | \$1,000.00 |

Event Fees Includes:

| | | |
|--------------------------|-------------------|------------------------------|
| Use of Reception Room(s) | Hillbrook Linens | 3 Oil votives for each table |
| Coat Check | Tables and Chairs | |

All above items are based on standard sizes and quantities. Larger sizes and upgraded items are available at an additional cost and will be included in your proposal as an "add-on".

Event Fees Do Not Include:

Events lasting more than four (4) hours will be charged an additional fee for each additional hour over four hours. (No Pro-rations) No events shall go past midnight.

| | |
|-------------|---------------|
| Bartenders: | \$175.00/each |
| Valets: | \$150.00/each |

Standards for Hillbrook

Linens:

One 120" white round linen and one white square overlay per table.

One white napkin per person

Tables and Chairs:

66" round tables

Fruitwood Chiavari chairs

Miscellaneous

3 oil votives for each table

Additional Terms and Conditions

The special event shall begin promptly at the scheduled time. Should the event go beyond the closing time, Event Host will be charged an additional fee for each additional hour.

Hillbrook and Event Host agree:

That Event Host will cause the event to be held in an orderly manner;

That alcoholic beverages will be refused to guests who are under age or appear intoxicated; and

That games of chance will not be permitted unless proper written legal permission has been requested and obtained from local authorities by Event Host.

Event Host must use Hillbrook-approved vendors unless prior written consent is obtained.

Event Host must obtain prior written consent of Hillbrook for the placement of any display on Hillbrook's premises or entrances and for arrangements for music, entertainment and photographers.

Event Hosts guests are not permitted to utilize areas not designated for the event.

Event Host agrees to provide some form of entrée selection at the guest tables when more than one entrée is being served to your guests. (i.e. F for fish, B for beef and V for vegetarian etc.)

Acknowledgment

By signing this contract, I acknowledge that I have read, understand and agree to the terms and policies described in this Agreement, and that Hillbrook is not responsible and does not assume liability for any damage or loss that might be incurred by lessees or guests of the facility resulting from unforeseen circumstances. The Club at Hillbrook does not assume responsibility for the custody or care of any personal items belonging to the lessees or guests before, during or after an event.

All prices are subject to change without notice until 30 days prior to the date of the event. Upon signing this contract, the lessee agrees to pay in full for any charges incurred. Payment in full is due ten (10) days prior to the event. Any extra incidentals, corkage totals, etc. must be paid within 72 hours following event.

I understand that The Club at Hillbrook requires a non-refundable deposit in order to confirm the date of my event. I also understand that by canceling my reservation, any and all deposits are non-refundable.

I have read and agreed to all of the terms provided in this contract and in the banquet information packet in general.

(PLEASE PRINT)

Event Host Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone #: _____ Additional Phone #: _____

Email Address: _____

Event Host Signature _____ Date _____

Sponsoring Member Name/Signature _____ Date _____

Event Date _____ Estimated Guest Count _____

For office use only:

Date deposit received: _____ Check #: _____ Amount: \$ _____

Notes: _____

The Club at Hillbrook

14800 Hillbrook Drive
Chagrin Falls, OH 44022
(440) 247-4940 (440) 247-4518

Event Contract

Geauga County Leaders Dinner

Contract Number: 1519

1797

HOST:

PLANNER/CONTACT:

Day: Wednesday

Estimated # Of People: 100

Date: 04/11/2018

Room(s):

Type: Dinner

Start Time: 6:00 PM End Time: 9:00 PM

| Item | QTY | Price | Total Item | QTY | Price | Total |
|--|-----|-------|------------|-----|-------|-------|
| All Day N/A Beverages Coffee, soft drinks, ice tea, lemonade | 100 | 2.95 | 295.00 | | | |
| Club Salad w/ Mixed Greens, Brunoise Vegetables Balsamic Vinaigrette | 100 | 0.00 | 0.00 | | | |
| Stuffed Airline Chicken w/ Tomato Beurre Blanc Roasted Red Skin Potatoes, Haricot Vert | 100 | 24.95 | 2495.00 | | | |
| Flourless Chocolate Cake w/ Rasp. Coulis & Mint | 100 | 0.00 | 0.00 | | | |

Please review this event sheet and make corrections or deletions. Sign and return copy with in 72 hours of receipt.

Guaranteed number of attendance is due 4 business days prior to event date. If no guarantee is submitted, the estimated attendance will be the guarantee. Billing will be based upon your guaranteed or actual attendance, whichever is greater.

Service Charges are the property of the Club and are distributed to the direct, indirect and management personnel providing service to your event at the club.

Thank You For Your Business!

| | | | |
|---------------------|----------|----------------------|------|
| Total Menu: | 2,790.00 | Deposits: | 0.00 |
| Total Room: | 0.00 | Discounts: | 0.00 |
| Total Equip: | 0.00 | | |
| Service Chg: | 655.66 | Svc Chg Disc: | 0.00 |
| Total Tax: | 0.00 | Tax Disc: | 0.00 |

Subtotal: 3,445.66 Amount Due: 3,445.66

Signature:

Friday, February 9, 2018