

## **Event Reservation Form For Facility Rental Only**

Group Name: \_\_\_\_\_ Address: \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Phone: \_\_\_\_\_

Event date: \_\_\_\_\_ Arrival time: \_\_\_\_\_ Rental includes 4 hours; each add'l hour \$75.00

**Rental includes: tables, chairs and tablecloths**

20 to 25 guests: \$200.00  
26 to 30 guests: 250.00  
31 to 35 guests: 300.00  
36 to 40 guests: 350.00  
41 to 45 guests: 400.00  
46 to 50 guests: 450.00  
51 to 90 guests: 500.00  
91 to 130 guests: 600.00

TOTAL NUMBER OF GUESTS: \_\_\_\_\_ = \$ \_\_\_\_\_

Unless otherwise noted below, bar area will be shared with  
golf course patrons.

NOTE: Rental does not include \_\_\_\_\_ includes \_\_\_\_\_ exclusive  
use of entire facility.

**Caterer/Food Provider:** \_\_\_\_\_

**Food must be prepared by a licensed caterer, restaurant, or food preparation facility.**

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

**Additional Services Available:**

- China & tableware: (includes 12" round plate or 12" oval plate, dinner fork, salad/dessert fork, knife, tea-spoon, dessert plate, water glass, paper napkin, water pitcher on each table)  
\_\_\_\_\_ Guests @ \$3.50 each = \_\_\_\_\_
- Paper plates & plastic ware: (includes 10" plate, knife, fork and spoon, cup, napkin)  
\_\_\_\_\_ Guests @ \$.50 each = \_\_\_\_\_
- Dessert service: (includes 6" paper plate, plastic fork, napkin, server placing on plates)  
\_\_\_\_\_ Guests @ \$.60 each = \_\_\_\_\_
- Champagne toast: (includes plastic flute, champagne, and licensed server)  
\_\_\_\_\_ Guests @ \$4.50 each = \_\_\_\_\_
- Sparkling Cider toast: (includes plastic flute, sparkling cider, and server)  
\_\_\_\_\_ Guests @ \$3.50 each = \_\_\_\_\_

**Bar Service:**

Hosted (group pays for all beverages consumed) \_\_\_\_\_  
Limited Hosted (group pays for all beverages up to set limit) \_\_\_\_\_ Limit \$ \_\_\_\_\_  
No Host (guests pay for own beverages) \_\_\_\_\_  
(For hosted and limited hosted service add 15% gratuity) \$ \_\_\_\_\_

**TOTAL Anticipated cost of event (without beverage charges)** \$ \_\_\_\_\_

**Please submit \$200.00 deposit with this form** (deposit will be credited to total charges if contract honored.)

**POLICIES:** • Receipt of deposit will reserve your event date and time. Payment will be accepted in the form of cash, check, or credit card. Total number of guests must be confirmed 5 days prior to the event.

- **ALL ALCOHOL MUST BE PURCHASED FROM EVERGREEN GOLF COURSE.**
- Organization and/or person(s) responsible will be held liable for any damage to restaurant or golf course property.

**I have read and agree to the above conditions:**

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

For Evergreen Golf Course & Restaurant: \_\_\_\_\_ Date: \_\_\_\_\_