

CANYON LAKE PROPERTY OWNERS ASSOCIATION
BANQUET POLICIES FOR COUNTRY CLUB

FACILITY	MAX GUEST #	Rental for 4 hours
Country Club	100	\$300.00

- _____ 1. A non-refundable deposit equal to the room rental fee is required for confirmation of date of function.
- _____ 2. Event Coordinator - There will be a fee for \$350 required for each wedding and \$200 for each non-wedding, non-club event over 100 people. (See attached sheet showing what you will receive for that fee. It is required that you use the company “Everlasting Impressions.”
- _____ 3. Menu selection is required 21 days prior to the function.
- _____ 4. The Activities manager must be notified 10 days prior to the function the number of persons you are guaranteeing. This number is not subject to reduction. All contracts must be finalized and remaining balance must be paid 10 days prior to the event.
- _____ 5. Rental for Canyon Lake’s banquet facility is for a period of four hours. Any additional time must be arranged 10 days prior to the event at an additional hourly rate.
- _____ 6. No food or beverage, except for prearranged cakes, may be brought onto the premises, and no food or beverage will be able to leave the facility. A service charge of \$2.00 per person plus gratuity and tax will be added for cake cutting service.
- _____ 8. A service charge of 20% and sales tax will be added to the price of all food and beverage selections.
- _____ 10. CLPOA will not be held responsible by client for any items lost or damaged, which were left on Association Property prior to or after a function.
- _____ 11. CLPOA will not permit affixing of anything to walls, floor or ceilings with nails, staples, and tape or any other substance.
- _____ 12. Candles must have a “shade” and when the candle is lit the flame must be below the edge of the “shade.”
- _____ 13. The client is responsible for any loss or damage to equipment or property of CLPOA.
- _____ 15. City Ordinance #66 requires that all parties of 50 or more need a special event permit 30 days prior to the event. This can be attained through the City Hall Office. (Phone number 244-2955)
- _____ 16. The signee agrees the CLPOA shall have no liability with respect to any damage that occurs to those attending such an event and undersigned agrees to hold harmless and indemnify CLPOA for any claims, losses, person or property damage, fees of attorneys or other expenses related to such damage.
- _____ 17. CLPOA will refuse service to intoxicated persons. Such persons may be asked to leave the premises.
- _____ 18. For functions hosted or arranged by more than one person, all members of the planning group must sign to make any valid changes. Planning coordinators agree to all arranged menus and special request sited in agreement.

_____19. All wine and champagne provided by the client is subject to a corkage fee plus a 20% gratuity charge. Corkage charge is \$7.00 per 750ml bottle and \$12.00 for 1.5 liter bottles.

DATE OF EVENT _____

PLACE _____

TYPE _____

Who will be the contact person for this event?

Name _____

Phone number(s) _____

Will there be any other persons authorized to change details of this event?

Name _____

Phone number(s) _____

HOMEOWNER SIGNATURE _____ DATE _____