

# Vitense Golfand

## Event Terms & Conditions

Published in good faith, for general information, and offer no warranties or liability for loss, theft, or injury while participating in an event at our facility. The party host (Corporation, Group, or Individual) booking the event, assumes responsibility for their guest's safety.

***By processing a payment, you consent to the terms & conditions therein.***

### **General Information:**

- Outside food/beverage is not allowed. Exceptions must be pre-approved.
- Outside bakery items are allowed (\$10 service fee) and must be purchased from a Commercial Bakery.
- Dietary restrictions: notify event staff in advance to discuss options.
- A final guarantee and deposit is required 7 days prior to the event's start date. Food and beverage substitutions after this date is not permitted without prior approval. The closing invoice is based upon the final guarantee or actual attendance if greater.
- Decorations: notify event staff if you would like to supply decorations. Graffiti and glitter are prohibited.
- Standard Banquet equipment is included. If additional equipment is required discussed with event staff.
- Cancellations
  - Requests made 10 days prior to the scheduled event will be honored and the deposit refunded.
  - Requests made 9 Days or less, may incur a full food deposit forfeit. Deposits will follow the rescheduled date. Cancellations with no rescheduled date will forfeit the deposit.

### **Fee Structure:**

- Function space rental fee is \$100 per 2-hours. This fee is waived with a \$300 food/beverage minimum spend.
- Payment Terms:
  - Deposit of 50% of Food/Beverage deposit is required
  - Golf Suite reservations require 100% Pre-Payment
  - A 50% food and beverage deposit is required upon confirmation.
  - Final payment is due at conclusion of the event or if previously arranged invoiced.
- Guest counts exceeding 20 may incur additional staffing fees.
- 5.5% sales tax is assessed to each event.
- 5% service fee on final invoice subtotal (excludes birthday party packages).
- Gratuity
  - 20% Gratuity is assessed to Birthday Parties.
  - 20% of Food/Beverage is assessed on Corporate and Group Events
  - Gratuity is waived for Educational Groups
- Vitense adheres to the City of Madison and State of Wisconsin alcohol laws and regulations. Guests consuming alcoholic beverages will be need appropriate identification of age and wear a Vitense provided wristband.

