



Oak Tree Country Club

Special Event Contract

- The Engager agrees to assume responsibility for conduct of guests and damages done to the premises by event attendees.
- All food and beverage items consumed in the banquet room are to be provided by the Oak Tree Country Club. Exceptions may be considered for special occasion cakes, such as wedding cakes or other exceptions approved by BVSA and noted in your Banquet Event Order.
- In accordance with the BVSA's adherence to the guidelines and regulations established in the California Retail Food Code, leftover or excess Banquet food is not allowed to leave BVSA Special Event Facilities. A credit will not be issued for leftover food.
- Engager is responsible for collecting all money from their guests, and payment to Bear Valley Springs Association will be made by: one check, one cash sum, or one credit card transaction.
- The Room Rental Fee serves as the booking deposit. The Room Rental Fee is non-refundable if cancelled less than 120 days prior to the event.
- One week prior to the function the confirmed number of guests and final payment is required to be paid in full. On the day of the event, a balance due may be required for increased attendance, bar charges, room damage or increased attendance after final payment.
- Engager agrees to pay current state and local taxes and a 20% service charge on all applicable items.
- Engager may decorate the event space with non-damaging wall hangers such as 3M Wall Strips. Please discuss decoration plans with your Special Event Coordinator.
- In the event that special cleaning and/or repairs are required by BVSA, a portion or all of the original deposit will be used toward the required cleaning and/or repairs at a rate of \$50 per hour plus supplies and materials. As a result, a modified final bill will be presented to the Engager noting an updated balance due.
- The Engager is responsible for any outstanding balance not paid within 30 days of the event and all associated collection costs after 30 days.

Function Date

Printed Name of Engager

Signature

Date

Signature Property Owner/Sponsor (if different from Engager)

Date

Tract/Lot of Property Owner or Sponsor

BVSA Authorized Representative

Date