

Banquet and Event Policies:

Thank you for considering the Sunset Ridge Golf Club for your event. Please complete and return the attached contract with your deposit.

ROOM FEES: Banquet groups can reserve the Sunset Room for 25 or more guests with a \$250 non-refundable room fee. Events are based on 3 hours. Smaller groups are welcome in our Sunset Grille Room with a \$125 non-refundable room fee. Set-up is allowed two hours prior to event start time. Additional set-up time on the same day or the day before can be arranged at a rate of \$20 per hour (schedule permitting). Additional banquet time beyond the three hours can be reserved at a rate of \$100/hour for the Sunset Room and \$50/hr for the Grille Room. Weddings require the full day rental of the space at a rate of \$750/day M-F and \$1000/day Sa-Su-Holiday in the Sunset Room and \$400/day in the Grille Room. Sunset Room includes the privacy deck.

ROOM FEE WAIVED WITH MINIMUM FOOD & BEVERAGE TOTAL (Banquets only): For the Sunset Room if the minimum total spent on F&B is at least \$1750 (non-inclusive of the room fee) the room fee will be waived and credited to the final bill. For the Grille Room if the minimum total spent on F&B is at least \$800 (non-inclusive of the room fee) the room fee will be waived and credited to the final bill.

CUTTING FEE: Outside desserts are allowed for \$2 per person cutting fee. If self-serve there is no fee.

WEDDING PAYMENTS: Wedding reservations require \$1000 as a down payment, with the remaining balance due upon confirmation of final numbers and BEO 7 days out.

BANQUET PAYMENTS: The remaining balance is due on the day of the event and must be submitted in one transaction. A 22% Banquet Fee will be added to All Food, Beverage, and Meeting Room Rental. This fee includes a gratuity for the staff. NYS Law Requires: Food & Beverage Tax at 8.0%. Tax-exempt groups must provide a copy of their tax-exempt form.

OPEN BAR PRICING: Pouring well and premium liquor, house wines, draft beer & fountain drinks. \$12.00 pp 1st Hour: \$10.00 pp 2nd Hour: \$9.00 pp 3rd Hour: \$8 pp 4th Hour. Champagne Toast Add \$5.95 per person. Premium Bar Upgrade Add \$8.95 per person. Mimosa, Margarita, Bloody Mary bars, etc. \$8.95 pp. All liquor, beer and wine to be supplied by Sunset Ridge with bartender service. Cash bar is available for any number of hours as is a preset bar tab followed by cash.

CONFIRMATION & GUARANTEE: Upon receipt of the signed agreement and room fee, the room will be reserved for your group. Seven days in advance of your event, you are required to confirm the guaranteed count of your event and the final menu. Any additions to the number of attendees should be done as soon as possible and will be subject to the availability of deliveries. You will be billed for guaranteed number or the actual number of attendees whichever is greater.

DECORATIONS & CLEANING: Decorations cannot be nailed, taped, or stapled on the walls, fixtures or furniture. Bubbles, glitter, confetti or other destructive products are not permitted. Normal cleanup is included in the package, however, should excessive clean-up be necessary the excessive cleaning fee is \$150.

INDEMNIFICATION: To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless Kless Myers Golf Management, LLC and Sunset Ridge Golf Club and their employees against all claims, losses or damages to persons or property, governmental charges or fines and costs, including reasonable attorney fees, arising out of or connected to your function.