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Galen Hall Country Club, Inc. 2024 Event Contract

General Terms & Conditions

The following guidelines are in effect for all private events held at Galen Hall Country Club, Inc. These policies are designed to provide the best service possible to all of our guests. Please read carefully, check your choices and sign where indicated.

1. Guarantee of Event Reservation

Any group hosting an event at Galen Hall Country Club, Inc. must pay a deposit in addition to signing an event contract in order to guarantee the selected date and time of the event. Galen Hall Country Club, Inc. management reserves the right to cancel any booking without proper deposit.

2. Payment

Galen Hall Country Club, Inc. accepts cash, checks, credit/debit cards and money orders.

Deposit - There will be a 50% deposit required on the total price of facility use, bartenders/servers, beverages and taxes and a 50% deposit required on catering at the time the contract is signed. Please see ***3) Cancellations*** with regards to refunds on deposits.

Gratuity - There will be a 20% gratuity charged on food, beverages, bartenders/servers that are chosen.

Balance Due - The balance of the amount due must be paid on the day of the scheduled event.

3. Cancellations

The hosting party may cancel this event contract at any time. If the hosting party cancels this event contract up to thirty (30) days prior to the scheduled event, the hosting party will be entitled to a full refund of the deposit. If the hosting party cancels this event contract fourteen (14) days prior to the scheduled event, the hosting party is entitled to a refund of fifty-percent (50%) of the deposit. If the hosting party cancels this event contract fourteen (14) days or less from the date of the scheduled event, no refund will be issued for the deposit.

4. Property Damage

Any damage done to the facilities, golf course, golf carts, clubhouse and/or related facilities will be charged to the hosting party. Damages will be charged at the cost of labor and materials.

5. Facilities Rental

Events are allotted four (4) hours. Rental fees include an additional one (1) hour prior to the start of the event and an additional one (1) hour post-event. These additional hours are for set-up and clean-up of personal items and decorations only. All decorations and application of decorations must be approved by Galen Hall Country Club, Inc. prior to the event. Galen Hall Country Club, Inc. reserves the right to restrict decorations that may cause damage to the premises. Guests will confine themselves to the specific facility areas rented and should not interfere with golfers or patrons. Children must be accompanied by an adult at all times.

6. Facility Rental Fees

Pavilion – \$750.00 (plus PA sales tax)

Maximum number of guests is 130.

Price includes pavilion for four (4) hours and set-up/clean-up fee.

Optional bartenders/servers available at \$40.00 per hour each plus 20% gratuity.

Optional cash or open bar available. If chosen, fees for bartender(s) plus 20% gratuity will be added. Table linens are available at an additional charge.

Upstairs Bar Room – \$1,700.00 (plus PA sales tax)

Maximum number of guests is 72 plus 10 bar stools if bar is chosen.

Price includes upstairs bar room for four (4) hours, set-up/clean-up fee, ivory-colored table linens, napkins, dinnerware and utensils.

Optional bartenders/servers available at \$40.00 per hour each plus 20% gratuity.

Optional cash or open bar available. If chosen, fees for bartender(s) plus 20% gratuity will be added.

Other table linen colors available at an additional charge.

Pub Room (Front Half) – \$1,400.00 (plus PA sales tax)

Maximum number of guests is 53.

Price includes front half of Pub Room with use of deck for four (4) hours, set-up/clean-up fee, ivory-colored table linens, napkins, dinnerware and utensils.

Optional bartenders/servers available at \$40.00 per hour each plus 20% gratuity.

Optional cash or open bar available. If chosen, fees for bartender(s) plus 20% gratuity will be added.

Other table linen colors available at an additional charge.

Pub Room (Back Half) – \$1,200.00 (plus PA sales tax)

Maximum number of guests is 57.

Price includes back-half of Pub Room for four (4) hours, set-up/clean-up fee, ivory-colored table linens, napkins, dinnerware and utensils.

Optional bartenders/servers available at \$40.00 per hour each plus 20% gratuity.

Optional cash or open bar available. If chosen, fees for bartender(s) plus 20% gratuity will be added.

Other table linen colors available at an additional charge.

Pub Room (Full – Front & Back) – \$2,300.00 (plus PA sales tax)

Maximum number of guests is 110.

Price includes full Pub Room with use of deck for four (4) hours, set-up/clean-up fee, ivory-colored table linens, napkins, dinnerware and utensils.

Optional bartenders/servers available at \$40.00 per hour each plus 20% gratuity.

Optional cash or open bar available. If chosen, fees for bartender(s) plus 20% gratuity will be added.

Other table linen colors available at an additional charge.

7. Guest Counts

Galen Hall Country Club, Inc. requires an estimated guest count at the time the event contract is signed and a guaranteed number of guests seven (7) days prior to the date of your scheduled event.

8. Floor Plans and Seating Charts

Galen Hall Country Club, Inc. will do their best to honor your floor plan or seating chart requests, however we do reserve the right to change your seating chart to what works best for our facility. Our experienced and knowledgeable staff would appreciate your cooperation in this matter. We do charge for extreme requests and last-minute changes, as well as excessive cleaning and any damages caused by your guests. We recommend assigned seating at larger events to enable a better flow of the event. It is the hosting party's responsibility to number the tables if chosen.

9. Inclement Weather

Refunds **WILL NOT** be issued due to inclement weather. For an outdoor pavilion event, every attempt will be made to accommodate you in the event of inclement weather. Galen Hall Country Club, Inc. will solely determine if outdoor areas are unfit to hold the event on the scheduled day.

10. Alcohol & Coolers

Outside alcohol is prohibited on the premises. It is a strict violation of Galen Hall Country Club, Inc.'s liquor license to consume any alcohol on the premises that was not purchased from Galen Hall Country Club, Inc. Galen Hall Country Club, Inc. reserves the right to confiscate outside alcohol and dismiss any guest who violates our liquor policy. Personal coolers are also not permitted on the premises and may be confiscated.

11. Personal Property

Galen Hall Country Club, Inc. is not responsible for the loss, damage or theft of any personal property including any automobile theft or damage in our parking lots. Hosting party assumes responsibility for any and all property damage and/or personal injury including attorney's fees, arising from any negligent act or omission by host, any of host's guests, vendors or other persons attending the event while on Galen Hall Country Club, Inc.'s property. The hosting party is responsible for all items brought in and for those items to be removed at the conclusion of the event. Galen Hall Country Club, Inc. is not responsible for any loss or damage to items left behind after the event.

12. Outside Vendors

Galen Hall Country Club, Inc. must be informed of all outside vendors and may ask them to provide a certificate of insurance.

13. Galen Hall Country Club, Inc. Catering Services

Catering services can be provided by Galen Hall Country Club, Inc. upon request. Please see our Banquet Menu for options. There will be a fee of \$28.00 plus tax per person. Galen Hall's servers will be required to be utilized if Galen Hall Country Club, Inc.'s catering services are chosen. There will be a fee of \$40.00 per hour per server. There will be a 50% deposit on the total price of catering services at the time the contract is signed. Please see **3) Cancellations** with regards to refunds on deposits. Galen Hall Country Club, Inc. reserves the right to make changes to the hosting party's chosen menu if key ingredients or selected items are unable to be sourced due to reasons beyond the control of Galen Hall Country Club, Inc. Galen Hall Country Club, Inc. will confirm the final menu no later than 14 days prior to the date of the event.

14. Outside Catering Services

Outside caterers, if you should choose, are permitted for your event. Galen Hall Country Club, Inc. must be notified if outside caterers will be utilized in order to coordinate with our management and event staff. You (or the outside catering services) will be responsible to provide serving dishes, chafing dishes, serving utensils, utensils, cups, napkins, etc. If any of these items are requested to be provided by Galen Hall Country Club, Inc., there will be a fee of \$40.00 per hour.

15. Bartender/Server Fee

Bartenders and servers are available for your scheduled event if needed. There will be a fee of \$40.00 per hour for each bartender and/or server for the event plus 20% gratuity.

16. Beverages

Specific alcohol can be requested. Please speak with Galen Hall Country Club, Inc's event coordinators with regards to your choices of beverages.

Contact Information

Hosting Party Contact _____

Company/Organization (if applicable) _____

Primary Phone _____ Secondary Phone _____

Email Address _____ Fax _____

Address _____

City _____ State _____ Zip Code _____

Deposit Return (if any) made out to _____

Event Information

Date _____ Time From _____ Time To _____

Event Type _____ Estimated Guest Count _____

PLEASE CHECK YOUR CHOICES BELOW

Facility (including tax)

☐ Pavilion @ \$795.00 \$ _____

☐ Upstairs Bar Room @ \$1802.00 \$ _____

☐ Pub Room (front-half) @ \$1,484.00 \$ _____

☐ Pub Room (back-half) @ \$1,272.00 \$ _____

☐ Pub Room (full – front & back) @ \$2,438.00 \$ _____

Bartenders/Servers

☐ Bartenders: # _____ @ \$40.00 / hour each: \$ _____

☐ Servers: # _____ @ \$40.00 / hour each: \$ _____

20% gratuity on all bartenders/servers \$ _____

Banquet Menu (if catering services are chosen)

Please note: There is a gratuity charge of 20% on all foods & beverages.

Entrees: Choice of two (2):

- ☐ Chicken Thighs/Legs (Original Baked) ☐ Chicken Thighs/Legs (BBQ) ☐ Chicken Alfredo
☐ Baked Ziti ☐ Cheese Stuffed Shells ☐ Beef Stroganoff ☐ Spaghetti w/Meatballs ☐ Meatballs
☐ Ham Slice ☐ Sausage ☐ Pork Loin ☐ Chicken BBQ ☐ Beef BBQ ☐ Hamburger BBQ

Sides: Choice of three (3):

- ☐ Caesar Salad ☐ Potato Salad ☐ Pasta Salad ☐ Macaroni Salad ☐ Macaroni & Cheese
☐ Baked Beans ☐ Green Beans ☐ Vegetable Medley ☐ Mashed Potatoes ☐ Corn

Additional Add-ons:

- ☐ Vegetable Tray (18") # _____ @ \$55.00 per tray: \$ _____
☐ Fruit Tray (18") # _____ @ \$60.00 per tray: \$ _____
☐ Cheese Tray (18") w/crackers & grapes # _____ @ \$75.00 per tray: \$ _____
☐ Fruit & Cheese Tray (18") # _____ @ \$75.00 per tray: \$ _____
☐ Assorted Pastry Tray (12") # _____ @ \$2.00 per person: \$ _____
☐ Assorted Cookie Tray (12") # _____ @ \$2.00 per person: \$ _____

You may also choose any of the above listed entrees and sides as an extra.

Please mark your choices below.

- ☐ Extra Entrée _____ @ \$5.00 per person: \$ _____
☐ Extra Entrée _____ @ \$5.00 per person: \$ _____
☐ Extra Entrée _____ @ \$5.00 per person: \$ _____
☐ Extra Side _____ @ \$2.00 per person: \$ _____
☐ Extra Side _____ @ \$2.00 per person: \$ _____
☐ Extra Side _____ @ \$2.00 per person: \$ _____

Number of guests # _____ @ \$28.00 plus tax each: \$ _____

Beverages (non-alcohol & alcohol)

Beer Cases: # _____ @ \$ _____ each: \$ _____

Choice (1) _____

Beer Cases: # _____ @ \$ _____ each: \$ _____

Choice (2) _____

Beer Cases: # _____ @ \$ _____ each: \$ _____

Choice (3) _____

Beer Keg: # _____ Size: _____ @ \$ _____ each: \$ _____

Choice (1) _____

Beer Keg: # _____ Size: _____ @ \$ _____ each: \$ _____

Choice (2) _____

Beer Keg: # _____ Size: _____ @ \$ _____ each: \$ _____

Choice (3) _____

Liquor:

_____ @ \$ _____ each: \$ _____

_____ @ \$ _____ each: \$ _____

_____ @ \$ _____ each: \$ _____

20% gratuity on all beer cases, kegs & liquors \$ _____

Beverages:

_____ @ \$ _____ each: \$ _____

_____ @ \$ _____ each: \$ _____

_____ @ \$ _____ each: \$ _____

Additional Items & Fees

Additional Items & Fees:

_____ @ \$ _____ each: \$ _____

_____ @ \$ _____ each: \$ _____

_____ @ \$ _____ each: \$ _____

Additional Information

I, the Hosting Party, have read, understand, and agree to fully comply with the policies and terms outlined in the Galen Hall Country Club, Inc's Event Contract.

Hosting Party Signature

Date

Galen Hall Country Club, Inc. Representative

Date

For Office Use Only

Grand Total Amount: \$ _____

Deposit (facility, bartenders/servers, beverages and taxes) Amount Owed: \$ _____

Deposit (catering) Amount Owed: \$ _____

Deposit(s) Amount Paid: \$ _____ Date Deposit Paid: _____

Method of Payment:

☐ Cash ☐ Check #: _____ ☐ Credit Card ☐ Money Order # _____

Balance Due: \$ _____ Balance Due Date: _____

Banquet Menu

Choice of Two Entrees

Chicken Thighs/Legs
(Choice of Original Baked or BBQ)

Meatballs
Chicken Alfredo
Beef Stroganoff
Sausage
Ham Slice

BBQ
(Choice of Chicken, Beef or Hamburger)

Baked Ziti
Cheese Stuffed Shells
Spaghetti w/Meatballs
Pork Loin

Choice of Three Sides

Caesar Salad
Macaroni Salad
Potato Salad
Pasta Salad
Macaroni & Cheese

Green Beans
Baked Beans
Vegetable Medley
Mashed Potatoes
Corn

Price per person.....\$28.00 plus tax

Additional Add-Ons

Extra Entrees.....\$5.00 per person
Extra Sides.....\$2.00 per person
Vegetable Tray (18").....\$55.00
Fruit Tray (18").....\$60.00
Cheese Tray (18") with crackers & grapes.....\$75.00
Fruit & Cheese Tray (18").....\$75.00
Assorted Pastry Tray (12").....\$2.00 per person
Assorted Cookie Tray (12").....\$2.00 per person

**Beverages are not included in price and are extra.*

**There will be a 20% gratuity added to all food & beverage purchases.*