



Wedding/Bridal Shower

Letter of Agreement

Thank you for selecting *The Brickyard at Riverside* to host your wedding. We appreciate the confidence you have expressed in our facility and services, and assure you we recognize that hosting this event is a privilege. At this time, we are tentatively confirming the arrangements outlined below for you. Upon receipt of this letter of agreement, your booking will become definite.

Group/Event Name:

Address:

Phone number:

Fax number:

Guarantees

To allow adequate preparation time, menus for guests of 25 or more must be agreed upon no later than 30 days prior to your event or function. A final confirmation of the guest count must also be made 72 hours prior to the function. A decrease in the guest count may not be made after the 72 hours. Any increases in the guest count after 72 hours will be billed at 1.5 times the per person cost for each additional guest. Brickyard at Riverside will try to accommodate any increase in attendance.

Payments

A final bill for all services will be prepared and sent to the host or member within 48 hours of an event. In the case of non-member events, the Club will make every effort to mail, email or fax the final bill to the non-member host. It is the responsibility of the non-member host to ensure that the Club has the necessary information (i.e. address, email address or fax) for forwarding the final bill.

We regret that due to additional costly service charges it is the policy of Brickyard at Riverside to not accept credit card payments. All payments must be made by cash, check, or member account charge.



Deposit and Cancellation Policy

Deposits are due in the following manner:

\$1,000	Due at time of booking and signing of agreement
50% of Total Charges	Due 30 days prior to the event
Estimated balance	Non-Members Due within 72 hours prior to event
Final Bill	Non-Members: Due within 24 hours following the event unless other arrangements are made with General Manager
	Members: Will be billed to monthly statement

Deposit:

\$1,000 must be paid to hold space.

Space is not guaranteed until deposit has been received.

Reservations become definite upon deposit receipt and signed contract.

The Brickyard at Riverside requires a non-refundable, non-transferable deposit (paid by cash or check, or member account charge) in the amount of one thousand dollars (\$1000) to guarantee each catering function. After the initial deposit, 50% of the estimated cost is due thirty (30) days prior to the event and the remaining estimated balance will be due three (3) days prior to the event. Any additional charges incurred the day/night of the event must be settled at the conclusion of the event.

DEPOSITS ARE NON-REFUNDABLE AFTER 10 DAYS FROM THE SIGNING OF THIS AGREEMENT. THIS IS A RESERVATION AGREEMENT BETWEEN BRICKYARD AT RIVERSIDE AND THE MEMBER OR CLIENT. Deposits not paid within 10 days of this agreement will result in a cancellation of the reservation. The \$1000.00 deposit will be applied to the final bill for this function.

All events must end at 12:00 midnight.

*Prices quoted do not include applicable 25% or 30% taxable service charge and 7% sales tax.

Cancellation Policy:

Cancel 6 months or less in advance -- Lose Deposit

Taxes:

7% Georgia Sales Tax will be additional to menu pricing for all Food and Beverage functions.

Standard Service Charge/ Service Charge:

All food and beverage prices are subject to a club service charge of 25% for service in the clubhouse and 30% if service is in the pavilion.

General Guidelines and Information:

All food served at *Brickyard at Riverside* is prepared in house from recipes created by our Executive Chef. The enclosed menus are for your consideration and are priced accordingly. If you would like a custom menu, we will prepare a quote based on your request.

Any items brought to the Club such as linens, silver, etc. must be approved by the General Manager in advance of the date of your function. The Club is not responsible for such items.

Club Use Policies for Private Functions:

1. Personal photography, audiovisual or other similar equipment may be permitted only in the private dining areas on the condition that they show good taste and do not disturb other guests.
2. Invitation to an event may not be issued to the general public through the news media, press or printed advertisement. The guest list for a function must be a fixed list.
3. All food and beverage items are to be purchased through Brickyard at Riverside. No outside personnel, food or alcohol beverage is permitted unless specified in writing at time of contract. Following wedding receptions, the Club will prepare a food basket for the married couple to take when leaving. Baskets for parents will be prepared for an additional \$25.00 per basket. No leftover food or beverage may be removed from Brickyard at Riverside.
4. A minimum sales volume may apply.
5. The Club's premises shall not be used for public forum or other similar purposes.
6. All items must be removed from the premises at the end of the function unless other arrangements are made with the Food and Beverage Director.

7. Bubbles are recommended when sending off the married couple. Sparklers, confetti (including streamer & confetti poppers), potpourri, glitter and rice are not allowed. Bird seed or rose petals may be used at the expense of a \$50 cleaning fee.
8. Members are responsible for decorations at the event. However, no decorations may be affixed to the Club, which includes the use of tape, wire, nails, thumbtacks, staples, etc. All decorations must be removed at the end of the event. If the Club incurs damages due to the improper setup of decorations, the Club will charge for the cost incurred to correct the damage or \$250, whichever is greater.
9. Gifts brought by event guests may be left at the receptionist desk during the event. However, the Club is not responsible for these gifts.
10. Persons attending an event must follow the dress code issued by the Club, which does not allow for the following dress in the formal dining rooms:
Jeans, Tennis Shoes, and Shirts without collars (men), T-shirts, or Shorts.

**Food Minimum for use of Clubhouse is \$5,000.





Brickyard at Riverside Event Application

Today's Date _____ Date of Event _____

Name _____
(FIRST) (LAST)

Bride's Name _____
(FIRST) (LAST)

Groom's Name _____
(FIRST) (LAST)

Mailing Address: Address for billing and all correspondence. No PO Box Numbers.

Name _____ Phone# _____
(DAY)

Address _____ Phone# _____
(EVENING)

City _____ State _____ Zip Code _____

Email _____ Fax _____

REFERENCES

Name _____ Telephone Number _____

Name _____ Telephone Number _____

SPONSORING MEMBER

Name _____ Telephone Number _____

Member Number _____ Signature _____
(MEMBER)

I understand that the Brickyard at Riverside is a privately owned Club and that Brickyard at Riverside has the right to make inquires of the references I have submitted at the discretion of the Brickyard at Riverside Management as to whether or not I shall be accepted for a non- member sponsored event.

Signature _____ Signature _____
(APPLICANT) (CO-APPLICANT)

Complete and return to our General Manager
Brickyard at Riverside
6000 Wesleyan Drive North
Macon Georgia 31210
Phone – 478-477-6765 Fax – 478-477-0971
Email: generalmanager@brickyardgolf.com

Brickyard at Riverside
Wedding • Reception • Special Event
Deposit Agreement

Today's Date: ___/___/___

Function Date: ___/___/___

Start Time: _____

End Time: _____

FUNCTION: _____

Estimated # of Guests _____

Bride _____

Groom _____

CONTACT: Mr. Mrs. or Ms. _____
Address _____
City _____ State _____ Zip _____
Phone #s (H) _____ (O) _____
Email _____

DEPOSIT AMOUNT \$1,000.00 to hold date.

Check _____

Cash _____

Deposit Received \$ _____ .00

Signed _____

DEPOSITS ARE NON-REFUNDABLE AFTER 10 DAYS OF SUBMISSION OR IMMEDIATELY IF EVENT IS BOOKED LESS THAN 6 MONTHS BEFORE THE FUNCTION DATE.

THIS IS A RESERVATION AGREEMENT BETWEEN BRICKYARD AT RIVERSIDE AND THE MEMBER. Deposits not paid within 10 days of this agreement will result in a cancellation of the reservation. The \$1,000.00 deposit will be applied to the final bill for this function.

Brickyard at Riverside

Member

Date

Date

Brickyard at Riverside
6000 Wesleyan Drive North
Macon Georgia 31210
Phone – 478-477-6765 Fax – 478-477-0971
Email: generalmanager@brickyardgolf.com