



Event Contract

28 Pleasant Street, North Oxford, MA 01537
508-892-9188 Fax 508-892-4509

Customer Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (____) _____ Email: _____

Number of Guests: _____ Event Date: _____ Time: _____

Note: All prices are subject to change, please call to confirm current pricing 2 months prior

The agreement between Pine Ridge Country Club and: _____

(Client) agrees to the following terms and conditions of this agreement.

Food Service

- Pine Ridge Country Club must supply all food except for special cakes
- Dietary substitutions are available.
- Any overages may result in a different food item being served.
- Due to health laws, food must be consumed on the premises and is not allowed to be removed from the facilities or grounds.

Beverage Service

- Pine Ridge Country Club must supply all beverages; alcohol being brought in may result in event termination.
- Pine Ridge Country Club reserves the right to refuse service of alcoholic beverages to anyone appearing intoxicated and to close the bar at management's discretion.
- All persons must be of legal drinking age with valid driver's license identification.
- Pine Ridge Country Club reserves the right to monitor bar service in compliance with ABCC.
- Bar will close 30 minutes before function ending time. And the facility will be vacated 30 minutes after function ends. After allotted time Pine Ridge Country Club reserves the right to charge the client an additional hour fee of \$150.00.

Guarantees and Minimums:

- A general guest count is required 14 days prior to the event. The exact number of people to be in attendance is due 10 days in advance. This number is not subject to reduction and is considered a financial commitment.
- Functions held in the ballroom require a minimum of 50 guests (unless lesser count is agreed upon by management). If your number falls below 50 you will be charged the per person rate, based on your menu, for each person not in attendance or management has the option to move your function to a smaller function room.
- Menus for children under 12 years are available upon request.

Deposits:

- An initial non-refundable deposit is required to confirm any function date. Our Ballroom requires an initial \$200.00/ Greenside Room \$150.00 deposit to secure your date and time. In the event of cancellation all deposits or payments received will be forfeited.

Additional Notes:

- This contract allows use of the Ballroom and or Greenside Room, use of all tables & chair, projection screen, microphone & podium. The Ballroom comes with Standard BLACK Banquet Chairs/ The Greenside Room comes with Cream Colored Chairs. Additional fees and charges may apply if you upgrade Chair options.

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Payment:

- We charge a 3% processing fee for all parties paying with a credit/debit card
- Accepted forms of payment are Cash, Personal Check, Certified Check, or Money Order.
- Payment in full is required on the day of the event.

Cancellations:

- If a cancellation occurs within 10 days of an event, the CLIENT will be charged 100% of the agreed upon food price on the projected number of guests.
- All cancellations must be in writing and addressed to the General Manager of Pine Ridge Country Club.

Liability:

- Pine Ridge Country Club reserves the right to inspect and supervise all functions.
- Monitoring who attends the function is the sole responsibility of the CLIENT.
- The Client is responsible for all Pine Ridge Country Club property, missing or damaged, incurred by the guests, independent contractors, CLIENT, CLIENT'S agent, or any person on the CLIENT'S Behalf.
- Pine Ridge Country Club is not responsible for damage or loss of any items left on the premises.

Non-Performance:

- If Pine Ridge Country club is unable to perform its obligations under this agreement for any reason beyond its control, including but not limited to strikes, labor disputes, accidents, government requisitions, restrictions, or regulations on commodities or supplies, acts of God, such non-performance is excused, and the CLIENT will not be liable for any consequential damages of any nature. If the space reserved is not available, for any reason, Pine Ridge Country Club may substitute space of comparable quality, which the CLIENT agrees to accept.

Miscellaneous Regulations:

- All guests must follow a dress code as per the requirements of the board of health.
- No confetti or dance dust, rice or birdseed is allowed at Pine Ridge Country Club.
- No pin holes in walls, bars, etc.
- Candles allowed; however, glass enclosures are mandatory.
- All items being brought in must be approved by the management of Pine Ridge Country Club.
- No Alcoholic Favors allowed

**VIOLATION OF ANY OF THE REGULATIONS OR THE ABOVE CONTRACT MAY
RESULT IN LEGAL ACTION. THE CLIENT WOULD BE RESPONSIBLE FOR ANY
ATTORNEY AND COURT FEES INCURED.**

Client: _____ Manager: _____

Estimated Number of guests: _____

Room charge: \$ 200 Ballroom/ \$ 150 Greenside Room to be applied to final Invoice

Initial Deposit: \$ _____

Deposit Date: _____

Cash/Credit Card/Personal Check (For Deposits Only)