

THE EVENT CENTER



SHEPHERD HILLS GOLF CLUB

Shepherd Hills Terms Of Agreement

All arrangements are non-binding until Shepherd Hills Golf Club receives a deposit and signed contract.

Pricing: Written or quoted prices are subject to a proportionate increase to meet increased cost of food, labor, and taxes. Quotations cannot be guaranteed until the year of the function. All events are subject to an 20% administrative charge, which offsets operating costs and fees. We do not charge an 20% “service fee” or “gratuity”. The administrative fee allows us to pay our staff a high fixed hourly rate which ends up being more than getting paid the much lower tipped employee rate plus gratuity. This is more favorable to our staff as their hourly pay does not fluctuate from week to week and is not negatively affected by smaller events and/or the slower season. This charge is not purported to be a gratuity and will not be distributed as gratuities to the employees. You are not expected to leave a gratuity! The charge is based on the total cost of the event, including additional event services, and is subjected to state sales tax, which in Pennsylvania is currently 6%

Counts: Seven (7) days prior to the date of the event. The Shepherd Hills must be notified of the number of guests expected to attend your function. This number will be the “guaranteed minimum” and is the basis of which you will be charged regardless of attendance. If your attendance is greater, you are then responsible for the total number served. Shepherd Hills will prepare for 5% variance above the guaranteed minimum number. (Contact our office for room minimums).

Deposits: Rooms are not considered booked until a deposit is received. Up to 100 guests - \$250 Over 100 guests - \$350 Over 200 guests - \$500.00 Wedding Receptions - \$1,000.00. Tentative bookings will be held for one week only.

Cancellations: In the event of a cancellation, 50% of your deposit will be refunded ONLY if we can schedule another event of similar value for that particular date, time and room reserved for your event with a signed release form. **Payment:** Final payment must be made in full prior to the day of the function, unless credit has been established to satisfaction of Shepherd Hills. Personal checks accepted up to two weeks before the event. Tax exempt organizations must present tax exempt certificate prior to the day of the event. Payment must be made with a check that matches the name of the tax-exempt organization. Credit cards are not accepted for weddings and other large events.

General Rules and Policies:

1. Shepherd Hills reserves the right to control and inspect all private functions. There can be no food or beverage brought into Shepherd Hills for consumption on premises without authorization. Liquor and wine cannot be brought into the banquet room from outside sources. We do not serve shots at our banquet functions. We maintain the right to refuse serving alcohol to anyone who may jeopardize his or her safety and the safety of others.
2. Shepherd Hills shall not assume the responsibility for any merchandise or articles left in the banquet room during or after the event. No confetti, bubbles or rice, feather boas or similar products that require extra maintenance can be used in or on The Shepherd Hills property. Doing so will result in an additional cleaning charge of \$250.00 added to your final bill. Nothing can be hung up on the walls or ceiling.

3. All Events in Shepherd Hills banquet rooms must end by Midnight. Outdoor Pavilion events must end by 10PM.
4. Any damages incurred to the property will be the responsibility of the client signing this agreement.
5. Shepherd Hills reserves the right to approve all outside contractors hired for the event. Shepherd Hills reserves the right to require outside contractor to provide proof of worker's compensation insurance for employees who will work on Event Center premises and proof of adequate general liability coverage for outside contractor's activities while on Event Center s premises. Proof of insurance shall be provided by a Certificate of Insurance which shall name the Event Center as an additional insured. Setup time for any event is one hour prior to the event.
6. Vendors such as bands, music or DJ must end at the same time as your bar. If you extend your bar, you must extend your music. We reserve the right to control music volume if it becomes necessary. Bar extensions will be based on your guaranteed number of guests, not how many guests are remaining at your event.
7. If your function requires split menu selections, it is your responsibility to provide a color-coded seating cards to ensure proper service. People arriving late for dinner will only be served the course being served and remaining courses.
8. We respectfully request that any afternoon function finish by 3:00 p.m.
9. Shepherd Hills Golf Club shall not be liable for failure to perform where the failure is caused by Fire, Explosion, Water, Acts of God, Inevitable Accident, Civil Disorder or Disturbance, Strikes or other Industrial Disturbances, Vandalism, War, Riot, Sabotage, Circumstances not in control of Shepherd Hills Golf Club, or other causes not contemplated or foreseen by the parties at the time of this contract. It is agreed that in the event of any of the above occurrences, Shepherd Hills Golf Club shall not be liable for failure to perform its obligation under this contract. Shepherd Hills Golf Club may at this option deem this contract void without liability. Customer's sole remedy is any such event shall be the return of the customer's deposit.
10. Shepherd Hills Golf Club is a licensed premise and must obey all laws, rules and regulations of the Pennsylvania State Liquor Control Board. We must by law, prohibit the distribution and / or consumption of all alcoholic beverages not purchased at Shepherd Hills Golf Club. We must by law, confiscate all alcoholic beverages brought in from outside Shepherd Hills Golf Club. The legal drinking age in the State of Pennsylvania is 21 years old. Shepherd Hills Golf Club has a zero-tolerance policy in these areas.
11. Room rental includes all in house; furniture, china, flatware, glassware, linen, set-up and cleanup of the facility. Set-up requirements by the client that exceeds 1 hour by Shepherd Hills Event Staff will be charged to the Client at a rate of \$250.00 per hour.
12. Shepherd Hills reserves the right to substitute and alternate the function room should the projected attendance fall considerably below the original estimate.

Please ask about current Covid CDC Guidelines and cancellation policy.