



Banquet/Wedding/Event Information

Event Date _____ Number of Guests _____

Event Name _____

Scheduled time _____ Fireside _____ Fountainview _____ Restaurant _____

Woods Fort Catering Policies and Guidelines

- A 100% non-refundable deposit is due at the signing of this contract. This deposit guarantees the date equally agreed upon by Woods Fort and Client.
- Deposit and signed contract are required to secure date of event.
- Final head count, menu choices and set up is due 30 days prior to event.
- Payment in full is due 7 days prior to event. NO exceptions.
- A 3% service charge is applied for all Credit Card payments. We accept Mastercard, Visa, Discover and American Express.
- All food and beverage prices are subject to 20% service charge and 8.475 sales tax.
- Client is responsible for the safety of their guests and ensuring all children are under adult supervision.
- Decorations: Please no nail holes, staples or thumbtacks. The use of confetti, silly string and glitter are prohibited. Woods Fort is not responsible for any decorations or equipment left by client or clients' vendors. All decorations, etc. must be picked up by noon the following day of your event. Any remaining items will be disposed of after that time.
- Photography: Contract allows you access to Woods Fort common areas for engagement pictures. Please schedule with your Clubhouse manager.
- Catering Services: Outside food & beverage is not allowed with the exception of wedding cake/dessert bar. This includes snacks and liquor for bridal/groom rooms on the day of your event. Due to local regulations, any food or alcohol, other than the wedding cake, may not be removed from the premises following the event. Shots or alcohol on the rocks is not allowed.
- Troy Development Co, Inc. dba Woods Fort Restaurant and Banquet Center reserves the right to approve outside vendors. All vendors are responsible for returning their areas to the original state. Unusual cleaning costs or damages will be billed to the client.
- All coordination of the event to be finalized 15 days prior to the function, otherwise, items selected cannot be guaranteed or failure to do so could result in the unavailability of an item of your choice.

- The contract will bind both the **Client** and **Troy Development Co. Inc. . dba Woods Fort Restaurant and Banquet Center** and may be cancelled by either party only upon the giving of written notice at least 6 months prior to the dates(s) of the event.
- Troy Development Co., Inc. dba Woods Fort Restaurant and Banquet Center will not be bound to any verbal representation for reservations and/or space and dining requirement until it receives a signed contract.
- The performance of the contract by either party is subject to acts of God, War, Government Regulation, disaster, strikes, civil disorder, curtailment of transportation facilities or other emergency, making it inadvisable, illegal or impossible to provide the facilities to hold the event.

By signing this agreement client agrees to enter into a legally binding contract!

Accepted by:

Client _____ Date _____

Email _____ Phone _____

Mailing Address _____

Woods Fort Representative _____ Date _____

Please direct all deposits and payments to:

*Woods Fort Restaurant & Banquet Center
 Attention: Heather Cooper, Clubhouse Manager
 #1 Country Club Drive
 Troy, Mo 63379
 Phone: 636-462-1628 Fax: 636-462-1579
 Email - hcooper@woodsfortgolf.com*

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