

WOODLAKE COUNTRY CLUB

25 New Hampshire Ave., Lakewood, NJ 08701 (732) 367-4500 (732) 363-3017 Fax www.woodlakecountryclub.com

Catering Contract

<b>Group Name: Brick Township Board of Education</b>		<b>Date Friday May 17, 2013</b>	
<b>Contact Person: Christine Conti</b>		<b>Time: 7:00-11:00pm</b>	
<b>Address: 346 Chambers Bridge Road Brick, NJ 08723</b>		<b>Room: Atrium All Space</b>	
<b>Phone: 732-575-4768</b>		<b>EXP:400</b>	<b>MIN. GTD: 350</b>
<b>Type of event: Brick Township High School Junior Prom</b>			

<b>Menu</b>	<b>Menu</b>
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<b>Time: PLEASE ADVISE SERVE TIME BUFFET IS OPEN FOR 1½ HOURS</b>	<b>Time:</b>
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<b>Location:</b>	<b>Location:</b>
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**Special Requirements**

**Prom Package Buffet Dinner**  
**Hors D'oeuvres**  
One Half Hour of Unlimited Butler-Style Hors D'oeuvres

**Salads**  
Tossed Garden Green Salad, House Dressing  
Penne Pasta Salad, Black Olives, Provolone & Roasted Peppers  
Traditional Caesar Salad, Pecorino Romano Cheese

**Entrees**  
(Choice of Four)  
Baked Ziti  
Beef & Broccoli  
Chicken Francaise  
Beef Tips Marsala  
Penne Pasta, Pink Tomato Vodka Sauce  
Chicken and Broccoli

**Chicken Parmigana**  
**Penne Pasta with Marinara Sauce, Meatballs & Sausage**  
**Cavatelli & Broccoli**  
**Seared Pepper Steak**  
**Chicken Marsala**  
**Chef's Selection of Potato & Seasonal Vegetable**

**Dessert**  
(choice of one)  
**Ice Cream Parfait**  
**Chocolate Mousse, Freshly Whipped Cream**  
**Deep Dish Apple Pie**  
**Plain or Strawberry Swirl Cheesecake**

**Unlimited Soda Bar**  
**Fresh Roasted Coffee, Decaffeinated Coffee & Tea**

**\$38.00 Per Person Inclusive of Service Charge**  
**Host Must Provide Tax Exempt Certificate Prior to Day of Event**

<b>Room Setup</b>	<b>Type of Bars</b>
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Rounds of 8/10; Head Table- **PLEASE ADVISE**; Ivory cloths; **PLEASE ADVISE**; Napkin Color **7** **Business days** prior to function, otherwise we cannot guarantee availability of selected color; **PLEASE ADVISE** Cake Table, Gift Table, DJ Table, Podium/ Microphone

<b>Special Requirements</b>	<b>Billing Information</b>
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1st Deposit: \$500.00 Due upon receipt of contract  
2nd Deposit: \$500.00 Due 6 months Prior to event  
Guaranteed Final Count due **FIVE (5)** Business days prior to function  
Final Payment due **FIVE (5)** Business days prior to function by Board of Education Check

I acknowledge the terms attached to the contract and agree to all of the terms by signing below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Sales Representative: Trish Hall

Date: April 4, 2012

**BANQUET TERMS & CONDITIONS**

1. All advance Deposits are non-refundable.
2. Should it be necessary for you to cancel this function after this Contract has been signed, the Club will be entitled to liquidated damages (agreed not to constitute a penalty) based on the following scale:
  - More than six months prior to the scheduled date: An amount equal to one-quarter of the estimated food, beverage, meeting room revenue or golf fees based on the minimum estimate listed on opposite side of this contract.
  - More than 90 Days and less than six months prior to the scheduled date: An amount equal to one-half of the estimated food, beverage, meeting room revenue or golf fees based on the minimum estimate listed on opposite side of this contract.
  - Within 90 days of arrival date: An amount equal to seventy-five percent of the estimated food, beverage, meeting room revenue or golf fees on the minimum estimate listed on opposite side of this contract.
3. Should you cancel this function the Club shall use its best efforts to re-sell the function and meeting room space. In event the Club resells some or all of the space, liquidated damages due the Club will be reduced proportionately.
4. Payment for liquidated damages due as a result of cancellation of this agreement shall be made at the time of cancellation. In the event that the Club recovers some of its revenue by re-selling the space, reimbursement shall be made to you after the date of the scheduled event.
5. In arranging for private functions, the final attendance (at or above minimum guarantee) must be received by the Catering office no later than 12:00 p.m. Five (5) working days prior to the commencement of the function. This number will be considered a guarantee, not subject for reduction, and charges will be made accordingly. The Club cannot be responsible for service to more than 5% over the guarantee for groups of up to 200 persons. For groups over 200 persons, a maximum of 10 persons over the guarantee can be accommodated.
6. ~~All federal and local taxes and charges which may be imposed or be applicable to this agreement and to the services rendered by the Club are in addition to the prices herein agreed upon, and the Customer agrees to pay them separately.~~
7. No food and beverage of any kind will be permitted to be brought into the Club by the Customer or any of the Customer's guests or invitees.
8. Performance of this agreement is contingent upon and is subject to acts of God, and accidents. The expense of items supplied by the outside vendors, whether arranged by The Club or the client, will be the sole responsibility of the Client. This includes but is not limited to tents, rental furniture, flowers, musicians, audiovisual equipment, service ware and customized menus. The Club will take every step possible to minimize these costs on behalf of the client.
9. Final payment shall be made in advance of the function unless a credit has been satisfactorily established and accepted in writing by the Club. In the event of an established credit, a deposit will be required at the time of signing the contract and the balance of the account is due and payable thirty (30) days after the function. In the event proper credit cannot be established, total payment is due prior to this function.
10. Nineteen percent (19%) service charge is to be added to the patron's bill for food and beverage. All applicable taxes shall be added to account.
11. Customer agrees to be responsible for any damage done to the function room or any part of the Club by the Customer, his guests, invitees, employees, independent contractors or other agents.
12. The Club will not assume responsibility for damage or loss of any merchandise or articles left in the The Club prior to, during, or following the function. Moreover, The Club shall not be responsible for any items left behind. Any freight or shipping charges incurred as a result of materials, i.e., literature, audiovisual and video equipment, books, etc. being shipped to The Club remain the sole responsibility of the conference, association, group, or client.
13. Tax exempt organization: Yes:  No:  Tax Exemption Form is to be provided by the customer. Club must receive form prior to event date listed on the opposite side of this contract. This organization's tax exempt number is \_\_\_\_\_ Written certification is evidenced by attached copy. In the event that the State Controller determines that this function does not qualify for exemption, I/we (the client) accept personal liability for these taxes.
14. If this agreement is not signed and received by the Club by the date listed on the opposite side of this contract, the Club is release from any and all obligations under this agreement. Any variation or other changes to this agreement must be made in writing and must be signed by both the customer and the Club.
15. Benefit. This Agreement shall be binding upon and inure to the benefit of the legal representatives and successors of the parties hereto.
16. Construction. This agreement is being delivered and is intended to be performed in the State of New Jersey and shall be construed and enforced in accordance with the laws of that State.
17. Counterparts. The agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original. But all of which together shall constitute one and that same instrument.
18. Defense and Indemnification. Woodlake Country Club shall defend, indemnify and hold the Brick Township Board of Education harmless with respect to any claim for injury to property or person arising out of the acts of Woodlake Country Club, its subsidiaries, parents, agents, principals, or employees or arising out of the condition of the rented facilities.
19. Entire Agreement. The Agreement contains and sets forth the entire understanding of the parties. It shall not be altered or modified except by a written instrument signed by the parties hereto.
20. Notices. All notices, requests demands, and other communications hereunder shall be written and shall be deemed to have been duly given if delivered or mailed, by certified mail, return receipt requested, to the parties hereto at the address stated in the first page of this contract.
21. This Agreement is subject to the availability and appropriation annually of sufficient funds as may be required to meet the Board of Educations obligation.

**RECEIVED**

(Date)	(Customer)
(Date)	(Club Representative)