



Cottonwood Golf Club

Pavilion on the Green Event Contract

NATURE OF EVENT: Chaldean American Association Cocktail Reception

CONTACT PERSON: Ben Ruhle

ADDRESS: 1620 Cliffdale Rd, El Cajon CA 92020

TELEPHONE: 619.663.7710

EMAIL: chaldeanamericanchamberbk@gmail.com

DATE OF EVENT: November 22, 2013

DAY OF EVENT: Friday

REQUESTED STARTING TIME: 6.00pm

END TIME: 8.00pm

ESTIMATED NUMBER OF GUESTS: 50

RESERVATION FEE AMOUNT: 500.00

RESERVATION FEE DUE BY: 10-9-13

AMOUNT AND DATE PAID:

CULINARY/BEVERAGE/SELECTION AND PRICE.

CULINARY SELECTION: **Crabmeat Rangoon** An Authentic Blend of Snow Crab and Surimi, Seasoned with the Perfect Amount of Cream Cheese, Ginger, Garlic, Onion, Nutmeg, Salt and Pepper. Wrapped in a Delicate Wonton 112.50 for 50 Pieces, **Beef Sate En Brochette** A Thin Ribboned Piece of Lean Beef Lightly Marinated and Placed on a Skewer 147.50 for 50 Pieces, **Cocktail Shrimp** Large Chilled Shrimp served with Lemon and Red Cocktail Sauce 137.50 for 50 Pieces, **Specialty Breads and Spreads Display** French rolls, Grilled Italian Flatbread, Assorted Gourmet Crackers, Breadsticks and Pita Wedges are Served with an Assortment of Tapenades, Hummus and Cheese Spreads 175.00, **Fresh Fruit Display** A Colorful Display of Fresh Seasonal Fruit Which May Include Melons, Pineapples, Grapes, Berries and Served with a Sweet Cream Dipping Sauce 190.00, **Garden Fresh Vegetable Crudities** Baby Carrots, Celery, Broccoli, Cauliflower, Cherry Tomatoes, Pickles and Olives Served with a Creamy Herb Dip 160.00, **Gourmet Coffee Station** Irish Cream, Hazelnut and Caramel Italian Syrups, Cinnamon Sticks, Flavored Crème, Biscotti with Chocolate Shavings 2.75 Per Guest (50 guests), **Deluxe Dessert Station** Assorted Cheesecakes, Lemon Raspberry Bars 5.50 Per guest (25 guests). Plus Service Charge for all of 20% and State Sales Tax.
Appetizers, Dessert and Coffee 1197.50 Plus Service Charge of 20% 239.50 and State Sales Tax 114.96
Total Amount 1551.96 Bar Fee 100.00 + tax is 8.00= 108.00 Total 1659.96

BAR SET UP FEE: 100.00

PAVILION RENTAL AMOUNT: Included in pricing for up to three hours with a 1500.00 minimum revenue requirement.

Pavilion Fee/Set-Up: Access to Pavilion for Set-up is 90 Minutes Prior to Event Start time or an Additional Pre-determined Fee (see Rental Pavilion Pricing) per hour will be charged for early access. Overtime events are billed at an Additional Pre-determined Fee (see Rental Pavilion pricing) per hour.
Linens and Food Guarantee: White Linens. Final Payment and Food Guarantee is due 10 days prior to your event date. After that time, you may increase your count, but may not lower it.

Wine Corkage: (If Applicable) 10.00 per 750 ml. Bottle. Client will be billed for any bottles brought on premise. Corkage arrangements must be made 10 days in advance or an extra fee will apply.

Initials

BK

Date

10/9/13

Guidelines and Contract for Cottonwood Golf Club

Capacity Rates

Maximum guest count of 300 inside the pavilion. Additional seating may be available outside in the surrounding area of the pavilion. *Renter must visit the facility in person prior to planning an event. Event will end at the time specified on the contract. No liquor will be served or music will be played past end time of event.*

Hours of Use

The *Renter* will have use of the Pavilion and contiguous lawn area for specified amount of time listed on page one of this contract. These hours do not include set-up and breakdown, which are also specified on page one of this contract. All events must conclude no later than 12:00 midnight or specified time on contract and all vendors must be off the premises by 1:00 a.m. with no exceptions. Overtime will be charged for use after contracted time. Depending on the number of Cottonwood staff utilized, overtime rate starts at \$450.00 and up per hour or portion of an hour, this time will not be prorated. Overtime rate does not include any food or beverages. Overtime rates must be arranged in advance and paid in full before your event date. Should you require early access to the Pavilion of more than specified contracted set-up time before the event start an additional fee of 150.00 per hour will be charged. This fee will help cover operating expenses including electrical and labor. A Cottonwood staff representative must be present for set-up at all times.

Outside Catering

Outside caterers are permitted, but must provide the following documents to Cottonwood Golf Club at least 14 business days prior to the scheduled event: A general health certificate, current business license and at least one million dollars of liability insurance. We reserve the right to deny access to Cottonwood Golf Club if these documents are not supplied in the time limits specified. **Cottonwood Golf Club does not offer refrigeration, dishes, utensils, linens, storage, or kitchen access for outside caterers.** Any set-up required on the lawn area is also part of the caterer's responsibility. Cottonwood Golf Club provides tables and chairs for dining only; special equipment is available for an additional rental fee. To best accommodate all set-up requests, the final floor plan must be confirmed with Cottonwood no less than 7 working days prior to the event date. Should any changes to the floor plan occur after the room is set; an additional labor charge will be incurred at the rate of \$35.00 per hour per set-up staff. Caterer and renter are responsible for clean up after the event and will be held liable for any stains on the carpeting or damage to the pavilion or surrounding areas as a result from their products and service. Caterer and renter are required to remove all equipment at the end of their event including dishes, utensils, linens and trash.

Cleaning and Damages

Excessive cleaning required as a result of the *renter/guests* misuse of facilities will result in an additional fee of \$300.00 per hour. All costs of repair or replacement of Cottonwood personal property damages as a result of *renter/guest* shall be the responsibility of the *renter*.

Rental Guidelines/Fee Schedule

In order to confirm the date of the function, a reservation fee of \$500.00 and a signed contract will be required. Reservation fee and final payment is considered non-refundable should *renter* cancel the event.

Beverages

No alcoholic beverages are allowed to be brought onto the Cottonwood Golf Club premises at anytime. All alcoholic beverages shall be purchased from Cottonwood Golf Club. No consuming of alcoholic beverages will be permitted in the parking lots and guests are not allowed to provide their own alcohol to consume on any part of Cottonwood property including the parking lots. Cottonwood Golf Club does not tolerate any alcohol being brought in on premise at anytime and will confiscate any bottles found. Cottonwood Golf Club reserves the right to close down the bar or to cease the event without refund should these rules not be followed. We do not tolerate any minors under the age of 21 to consume any alcoholic beverages at any time. This is regardless of parental consent, as it is still against the law. Any guest that serves a minor or any minor found drinking alcoholic beverages will be asked to leave the premises. We reserve the right to refuse service to any intoxicated guests or anyone that does not possess proper identification as proof of age.

Initials

B.R.

Today's Date

10-9-13

Corkage Fees

Wine or champagne can be provided by renter only, which is subject to a corkage fee of 10.00 per 750L bottle is paid to Cottonwood Golf Club. Larger sized bottles are subject to higher corkage fee.

All corkage arrangements will be done at least 10-business day in advance and by written addendum to this agreement. Renter is responsible for taking all unused wine or champagne at the end of their event. Cottonwood can not store any left over wine or champagne and will not be held responsible if wine or champagne is not taken the night of the event. Corking fee is charged for all bottles brought on premise.

Music

We are located in an area where sound carries and because we wish to be considerate of all, representatives of Cottonwood Golf Club, may at our discretion monitor amplification and volume of music. If found to be too loud, we will make a request to reduce the sound. Failure to comply with any such request will result in the termination of amplification of the music. All music and dancing are limited within the pavilion structure itself. Please contact the Event Coordinator before signing any band contracts.

Weather

Weather is a very important factor when planning an event at the facility. The time of year and time of day need to be considered, as the area is subject to wind, rain, and heat depending on the time of year. Should weather conditions become inclement for your outdoor function our staff will do our very best to make indoor arrangements. Cottonwood provides no refunds due to adverse weather.

Parking and Signs

Cottonwood Golf Club is an active golfing facility and because parking is limited car-pooling is strongly recommended. Space for buses is available by prior arrangement. Parking is not permitted on Willow Glen Drive. Signs are not permitted on public roads including Willow Glen Drive and Steele Canyon Drive.

Food/Guest Guarantee

We request an estimated number of guests when signing the contract. A final guest guarantee along with final payment is due 10-business days prior to your event. This count is not subject to **reduction**; however we will try to accommodate any reasonable increases. Renter will be financially responsible for 100% of the guarantee number or the actual number of guests served whichever number is greater. Failure to submit your food guarantee 10 business days prior to the event date will result in the last estimated number being utilized as the guaranteed number of guests.

Decorations

Confetti is not allowed. Please refrain from any excessive decorations that may litter local streets. Candles are permitted but must be shielded by glass at least two inches above the flame.

Pets

Pets are not allowed except Seeing Eye and "personal companion" dogs.

Security

Depending on number of people attending and Department of Alcoholic Beverage Control Regulations at time of event, security personnel may be required in which case Cottonwood Golf Course will include as additional charges to the contract without mark-up. Cottonwood will determine what events require security on a case by case basis and only security hired by Cottonwood will be utilized. Supervision must be provided at all times by the *renter* for all children under the age of 18 years of age.

Liability

The *renter* assumes full responsibility for any injury, theft, loss or damages to its guests, to a guest's property, to the golf course, the golf course property or furniture, or to any third person. Cottonwood Golf Club assumes no responsibility for any injury, loss or damage resulting from the event. Renter agrees to indemnify and hold Cottonwood Golf Club harmless from any claims arising out of the *renter's* event. Such hold harmless shall include reasonable attorney's fees and costs.

Initials 

Today's Date

10-29-13

Event Coordination

Cottonwood Golf Club will gladly supply a preferred vendor list. You are not under any obligation to utilize Cottonwood Golf Club's vendors; however we ask that you utilize the services of insured vendors. Cottonwood Golf Club sales representative does not act in the capacity of a full service event coordinator, but rather to assist with the guidance and details of the services contracted with Cottonwood Golf Club.

Set-Up

It is our wish that you utilize professional vendors to limit the stress factor and for ease of operation for all parties involved. For liability issues should you choose not to hire professional vendors we ask that you limit the amount of people to **five** in assisting with decoration for your event. The allotted time for set-up is 90 Minutes prior to your event start. Should you require more time, a pre-determined fee (see rental pavilion pricing) per hour will be charged to cover our overhead and staff expenses. For liability issues we are not permitted to furnish a ladder for set-up. For all events, we will ask that guests do not enter the pavilion until the start time of the event. For guests arriving early, they will be asked to wait in our clubhouse until the event start time.

Insurance (If Utilizing Outside Catering Services Only)

In any circumstances where a claim is made against Cottonwood Golf Club relating to injury or damages to a guest or a guest's property or a third party which injury or damage resulted from an act or omission of a principal or invitee to your event then in such circumstance any insurance proceeds available from *renter* are senior to any policy of insurance that might be available to Cottonwood Golf Club. Because *renter's* policy is the senior policy, the benefits under the policy must be exhausted before any claim can be made against the Cottonwood policy. Notwithstanding the fact that there is a possibility that a claim might be made against Cottonwood and thus against its policy, *renter* has agreed to indemnify and hold Cottonwood Golf Course harmless as set forth in the paragraph entitled "liability" above.

Outside Services:

Cottonwood Golf Club neither warrants nor guarantees any outside services or items contracted by or provided to *renter*. *Renter* Assumes full responsibility or incident of control, warrant or guarantee. The *renter* or services hired by the *renter* will not hold Cottonwood Golf Club responsible for injuries or accidents occurring on Cottonwood Golf Club's property.

Additional Guidelines:

Due to health department code, Cottonwood Golf Club is not permitted to pack-up any unused food left at the end of an event to give to any guest including the *renter*. Same day set-up and tear down of event is required. *Renter's* vendors must be made aware of such requirements. Cottonwood Golf Club is not responsible for items left overnight. The *renter* shall leave premises, equipment and furnishings of Cottonwood Golf Club as received in a clean, neat and orderly manner. Nails and tape are strictly prohibited for hanging of signs and decorations. All decorations must be arranged with Cottonwood Golf Club and include arrangements for time of removal of the decorations in a walk through with sales representative from Cottonwood golf Club no later than 10 days prior to the event date. All property belonging to *renter*, *renter's* guests, outside caterer, vendors and all other persons, must be removed immediately following the conclusion of the event. Premises must be vacated no later than one hour after the conclusion of the scheduled event or a pre-determined overtime fee (see rental pricing) per hour will be charged. All forms of entertainment are subject to approval by Cottonwood Golf Club. All fire ordinances must be obeyed at all times. No smoking is allowed inside the Event pavilion, restroom, or any interior location. The Cottonwood Golf Club staff is fully authorized to enforce these conditions. We will be on-site during the event and reserve the right to ask any disrespectful or disorderly *renter* or guest to leave the premises.

Cottonwood and thus against its policy, *renter* has agreed to indemnify and hold Cottonwood Golf Course harmless as set forth in the paragraph entitled "liability" above.

Cottonwood Golf Club requires the *renter* to provide a Certificate of Insurance in the amount of \$1,000,000.00 (One Million Dollars) naming Premier Golf Properties, L.P. dba Cottonwood Golf Club as additionally insured. This service may be provided through a homeowner's policy or through independent services.

Initials



Today's Date

10-9-13

For further information please contact Georgia Le Bon, Director of Sales at (619) 442-9130

I have read and understand the guideline and rental agreement. Any deletions or revisions must be writing and approved by both parties. This agreement constitutes the extent of obligation to Cottonwood Golf Club and I agree to abide by its terms and conditions.

Signature of Renter [Signature] Today's Date 10-9-13

Print Name of Renter Bon Rühle

Visa, MC or AMEX Number 3715 578277 91005 Expiration Date 11/15

Please check box if you would like all future invoices charged to this card. Security Code: 6295

Card Holders Name/Signature: Jessica Deddeh / Jessica Deddeh

Signature of Cottonwood Golf Club Representative _____ Today's Date _____

Send Contract to/Checks Payable to:
Cottonwood Golf Club/Attn: Georgia Le Bon-Lund
3121 Willow Glen Drive El Cajon CA 92019