

FORT BRAGG MCKELLAR'S LODGE/ROD
AND GUN CLUB CATERING CONTRACT

1. A guest count within 10% is due 10 days prior to day of function. A final-attendance number is required by the customer by 12:00 noon, three working days prior to event. This number will be, considered a guarantee, which cannot be reduced, and charges will be made accordingly. If a guarantee is not received 24 hours prior to the event, the original attendance figures on the catering event order will be considered the final guarantee. Cancellations for functions involving food and beverages must be made two weeks prior to function.
2. All hours' duration food events are subject to a 15% service charge.
3. 50% of total payable is due 10 days in advance. The remaining payable is due three (3) days prior to the event, and will be paid in one lump sum collected by the POC
4. Maximum usage for Party Room will be 4 hours.
5. For Saturday, Sunday, and Monday functions, we require a minimum of \$650.00 for food.
6. Club and state policies do not permit alcoholic beverages of any kind to be brought in or taken out of the club premises by you or your guests.
 8. The club, with the exception of specialty cakes and events held in the picnic area, must provide all food and beverages. Client must provide plates, napkins and flatware for specialty cakes. The club will not be responsible for cutting any specialty cake.
9. The client agrees to be responsible for and to reimburse the club for any damages done to the club premises by himself/herself, his/her guests, or other persons associated with the function.
10. The club cannot assume responsibility for damage to, loss of or stolen merchandise or articles left in the club prior to or following the function. The club will not be responsible for mailing or shipping boxes, equipment, or materials to or from the club.
11. Any decorations may not be attached to wall surfaces with tacks, nails, screws, staples or anything that can be driven into wood or walls. No decorations are to be hung in any manner from the chandelier.s. No helium balloons or bubbles in the facility. The client will provide all supplies.
12. Will your organization conduct fundraising activities during this event? Yes/No
If yes, please ask for assistance in obtaining MWR approval for your fundraising activity.

I HEREBY AGREE TO THE TERMS OF THIS CONTRACT AND BY SIGNING THIS CONTRACT,
SIGNATORY AGREES TO PAY BALANCE OF ALL CHARGES OWED
IN FULL UPON RECEIPT OF CHARGES OR STATEMENT.

SIGNATURE OF RESPONSIBLE INDIVIDUAL

DATE

SIGNATURE OF CATERING REP.

DATE

FUNCTION DATE