



*Thank you for choosing Brunswick Greens for your venue.
We look forward to working with you.*

Booking Policies and Valuable Information

- We can accommodate up to 130 guests comfortably.
 - Your date is not secure until your non-refundable deposit of \$500 and a copy of this paperwork is signed and given to our event planner. You will receive a signed copy.
 - Our package prices are valid from January 2017 through December 2017.
 - All receptions are based on 4 hours of room use. Exact hours will be determined prior to your event. If an on-site wedding ceremony is specified, it will not be included in the 4 hours. Possibly a fifth hour may be negotiated prior to your event.
 - All receptions are to be completed by 11 pm.
 - Friday and Saturday evening weddings have a minimum requirement of 60 guests.
 - Your floor plan must be given to our event planner one full week prior to your event.
 - Final dinner selection should be made 3 weeks prior to your event.
 - Dinner choices must be identified on the front of your place cards using the following code unless an alternate decision has been discussed with our event planner:
 1. Red Circle – Beef
 2. Yellow Circle – Chicken
 3. Green Circle – Fish
 4. Orange Circle – Pasta Dish
1. **A preliminary number of guests** is required upon the signing of this agreement. A final guarantee is required one full week prior to the date of your event. You will be billed for the number provided, OR the number of guests served, whichever is greater. When making your final number guarantee, please indicate the total number of people who have responded affirmatively and also be sure to include the bride, groom, bridal party and parents. If you want dinners for the vendors, (band, photographer, etc.) you must also let us know in advance and include them in your number as well. The “guarantee” applies to food and beverage sales.
 2. **Bar Guarantee:** If your event requires a bartender for alcohol consumption, you will be responsible for the number of persons in attendance who have attained the legal drinking age. New York State Law states you must be 21 years old to consume alcohol. Proper ID is required. Cash bar events will incur a \$100 fee per bartender. **Alcoholic "shots"** will not be served and we reserve the right to discontinue serving any guest who seems intoxicated.
 3. **Absolutely NO alcohol** may be brought onto our premises at any time. All alcohol consumed on the premises of Brunswick Greens must be purchased through Brunswick Greens.
 4. If the bridal party is making use of the bathroom downstairs, the bride (or her designee) is responsible for gathering all belongings/clean up prior to the start of your event.

**Overtime Charges:**

1. **Daytime events** are billed for a maximum of 4 hours. Daytime events may begin at 11 am or earlier, and must end by 4 pm. If you wish to extend these hours, please consult with our event planner for availability and additional charges. Additional charges are based on bar, number of people, number of employees, and length of time of the extension. Overtime is granted at the discretion of the Management. Cost: \$150 minimum per hour plus beverages if applicable, tax and service charge.
2. **Evening events** are booked for 4 hours. Evening events may begin at 5 pm and must end no later than 11pm unless an extension was requested and agreed upon PRIOR to your event. Overtime is granted at the discretion of the Management. Cost: \$200 minimum per hour plus beverages if applicable, tax and service charge.

Taxes and Service Charge:

1. Tax: 8% New York State Tax has been added to the net food and beverage charge on your invoice.
2. Service Charge: A 20% service charge is included in your final invoice for service.

Deposit and Payment:

1. A deposit of \$500 is required to secure a date for your morning/afternoon event. A date is NOT considered confirmed without this deposit. All deposits are NON-REFUNDABLE.
 - The following payment schedule is to be strictly followed/enforced:
 - 9 months prior to your event, \$500 is due. (NON-REFUNDABLE) _____
 - 6 months prior, an additional \$500 is due. (NON-REFUNDABLE) _____
 - 3 months prior, another \$500 is due. (NON-REFUNDABLE) _____
 - 1 full week prior to event, the balance is due unless other arrangements have been agreed upon and put in writing. _____
 - If necessary, additional charges will be due at the close of the event for extra guests, extra time or damages incurred throughout the evening.

Other arrangements:

**Damages:**

1. The Host/Hostess (i.e. bride or groom) assumes full responsibility for any and all damages/expenses incurred by the group before, during or at the close of your event.
2. No confetti, confetti type items, sparkles, glitter, bubbles, sparklers or gum will be allowed in the building. Use of tape on the floor or walls is prohibited. Use of nails or staples in our facility is prohibited. Please consult our event planner for appropriate methods. Be sure your vendors are aware of this policy too as you may be charged an additional \$100 if any of the prohibited items are used.
3. In the event that damages occur, an itemized list will be provided to you and charged to your credit card on file. Credit card information must be provided 2 weeks prior to your event and will be destroyed once your account is closed.

Included in wedding packages:

- cream colored chair covers
- underlayments are floor length in cream in color
- napkin and overlay colors chosen by you from our standard linen choices
- one tableside bottle of champagne/wine for the bride and groom
- use of grounds for photographs
- cake cutting and serving
- four hour use of room
- bar tenders/servers
- appetizers, choice of 3 entrees plated and served or a buffet style dinner package
- designated dressing area to be used by bride/bridal party
- spectacular view from our outside deck where guests can overlook our golf course
- retractable awnings covering the deck

Ceremony:

If you are having your ceremony at Brunswick Greens it may take place in the banquet room or outside. The charge for an on-site ceremony is \$200. You may use and decorate our white arch for an additional \$50. The arch will be removed by Brunswick Greens staff after your ceremony. The ceremony is not included in the 4 hour room usage. Outside chairs are not available through Brunswick Greens so you would be responsible to contact an outside source for renting any chairs required, making arrangements for delivery, set up and removal. Brunswick Greens is not liable for these acquired chairs. Any other items/equipment brought to Brunswick Greens for your ceremony is your responsibility. These items must be removed on the day/evening of your event.

Decorations:

Your event planner at Brunswick Greens must approve all decorations. Please share decoration choices with her prior to purchasing them. The room may be decorated the evening before (not to exceed 8 pm completion) only if the room is available and approval has been gained through our event planner. Otherwise, you may decorate 1-2 hours prior to your event. Alternatively, if you are



leaving your decorations at Brunswick Greens for the staff to arrange, please make sure our event planner is fully aware of where favors, cake table decorations and place cards are to be arranged. All items must be at Brunswick Greens the day before your event. Table centerpieces must be prepared and ready to place on tables. Place cards must be in alphabetical order. Bride/groom and/or those who are decorating are responsible for cleaning up all left over decorations/boxes/etc. All decorations must be removed at the close of the event unless an alternative plan has been discussed with our event planner.

Packing Food:

Brunswick Greens' policy does not allow for packing up food left on buffets, stations, etc.

Liability/Lost and Found:

Brunswick Greens cannot be responsible for items lost or taken from this property. All items supplied by you or your vendors must be removed upon conclusion of your event.

By signing below, I have read and understand the terms stated in this contract.

Date of Event: _____

*** Please Print ***

Name: _____

Address: _____

Phone: _____

E-Mail: _____

Signature/s: _____

Approved by: _____ **Date:** _____