

Confirmation and Deposit

To secure your function date, a **deposit of \$500.00** and a signed contract will be required to reserve your day and time. 30 days prior to the event we will require another deposit based on the number of guests confirmed. The deposits are fully refundable upon written cancellation notice **30 days prior to the event.**

Guarantee and Payment

The meal choice must be confirmed **15 days prior** to the event and paid for in full **7 days in advance.** The number of guests must be confirmed **7 days prior** to the event. All final charges incurred on the day of the event must be paid at the time the function ends. The final invoice will be presented to the organizer at the end of the function. It is the **responsibility of the organizer to collect all funds from individuals and pay as one bill.** No refunds will be given for guests that do not show up. There will be a setup and cleanup charge along with rental fees for certain items.

Food and Beverage

All food and beverages on the premises will be supplied by Michaelbrook Golf Club. In accordance to **BC Liquor Regulations, No Personal Alcohol may be brought to the golf course. If any alcohol is brought for consumption on the property of Michaelbrook Golf Club deposit will be forfeited as well as the alcohol being confiscated.**

Damages

Function Group assumes all responsibility for any damage, loss of use, etc., to the property and fixtures of Michaelbrook Golf Club or Restaurant. Any damages will be assessed, invoiced to the group and payable upon receipt of invoice.

**I have read and fully understand the terms stated above and enclose the \$500.00 deposit.
I agree to pay in full the total invoice on the day of the event.**

Coordinator (print name): _____ **Date** _____

Signature: _____

Deposit Payment

Cash Cheque Mastercard Visa

Credit Card # _____ Expiry Date: _____

Cardholder Name: _____ Cardholder phone# _____

Cardholder Signature: _____

All inquiries can be directed to the Event Coordinator Betty Dewar

Phone: 250.763.7888 Ext. 4 Fax: 250.861.7785 events@michaelbrookgolfclub.com