



Private Event Agreement

Group Name: **Williamson County Meeting**

Contact Name: **Melissa Goins**

Phone Number: **512-943-1577**

Email: **Melissa Goins <mgoins@wilco.org>**

Deposit Amount: **\$500.00 or CC On File**

Deposit Due Date: **N/A**

Date of Event: **Friday, January 29, 2021**

X

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Time of Event: **8am-4pm**

Of Persons: **41**

Menu Choice: **See Below**

Food & Beverage:

Room Rental: **Star Ball Room - \$750.00 Room rental fee. All food and beverage prices will be inclusive of 18 % gratuity. Group is tax exempt.**

Estimated Total Amount Due: **TBD**

Unless otherwise noted all Food & Beverage is subject to 8.25% tax & 18% gratuity.

Only food and beverage is applicable towards food and beverage minimums.

Rental fees, ceremony fees, gratuity, sales tax, and other service fees

Do not count towards the food & beverage minimum.

If group is claiming tax exemption a Texas Sales and Use

Tax Exemption Certificate must be on file with Star Ranch.

X **Initial Here**

Thank you for choosing Star Ranch for your event. We look forward to hosting your special occasion and making it memorable!

Full payment of all event fees will be due on **January 29, 2021**. If full payment is not received by this date, the event will be cancelled. **X**

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Payment will be in the form of cash or check (made payable to The Golf Club Star Ranch) or credit card (Visa, MasterCard, or American Express). We will not hold bookings past the deposit due date. Additionally, the course must receive a guarantee as to the number of persons no later than 10 days prior to the event on **January 19, 2021**. If no notification is given, the number of persons listed on this contract becomes the guarantee. If more people show up on the day of the event than the number guaranteed number, we will attempt to accommodate them, however no guarantees are made. **X**

Initial Here

The customer is responsible for proper conduct of all persons, use and care of the facilities and equipment. The group and chairperson are liable for any damage to person, the facilities and equipment caused by the event or its participants. All guests must adhere to all Star Ranch rules & regulations throughout the event. All children under the age of 16 must have adult supervision at all times. Guests on Star Ranch property for this event may not consume alcohol. Any guest caught

violating this policy will have the alcohol confiscated. Star Ranch reserves the right to ask guests to leave the property who violate this policy. **X** _____ **Initial Here**

This is strictly enforced.

Menu:

TBD

Cancellation policy:

Should you decide at any time to cancel the banquet/meeting at The Golf Club Star Ranch, the following terms will be applied to your organization based on the receipt of a written cancellation request:

* If written cancellation is received more than 60 days prior to scheduled event, the booking deposit will be held as payment.

* If written cancellation is received more than 30 but less than 60 days prior to scheduled event, the booking deposit is retained by The Golf Club Star Ranch and 50% of the original cost of the scheduled event is due and payable to The Golf Club Star Ranch.

* If written cancellation is received less than 30 days prior to the scheduled event, the booking deposit is retained by The Golf Club Star Ranch and 75% of the original cost of the scheduled event is due and payable to The Golf Club Star Ranch.

Client Signature: _____

Date: _____

Sales Manager: _____

Date: _____

Credit Card Authorization

I authorize The Golf Club Star Ranch to charge any outstanding event charges to the credit card listed below. I understand that in the event that payment is not made in full on the day of the event this card will be billed for all outstanding charges.

Type of card: _____

Credit card number: _____

Expiration Date: _____

Name as it appears on credit card: _____

Authorized Signature: _____