



Private Event Agreement

Group Name: **Williamson County Meeting**

Contact Name: **Judy Kocian**

Phone Number: **512-943-1954**

Email: Judy Kocian <jkocian@wilco.org>

Deposit Amount: **\$500.00**

Deposit Due Date: **5/20/2021**

Date of Event: **Monday, October 11, 2021**

Time of Event: 8am-5pm VC **Initial Here**

Of Persons: 65

Menu Choice: **See Below**

Food & Beverage:

Room Rental: **Star Ball Room - \$3371.97**

Food & Beverage \$1300.00

****Room Rental and F&B charges based on guest count of 65 people. These numbers may increase or decrease based on the number of attendees.**

Estimated Total Amount Due: **\$4592.94**

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 VC **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 **October 11, 2021**. If full payment is not received by this date, the event will be cancelled. X VC

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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 **October 1, 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 VC

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^{KC} **Initial Here**

This is strictly enforced.

Menu:

Brunch Buffet

Seasonal Fresh Fruit Display
Scrambled Eggs
Breakfast Potatoes with Sautéed Peppers & Onions
Sausage Links
Sausage Patties
Breakfast Ham
Bacon
French Toast
Served with Tea, Coffee, & Juice Service

\$10.00 per person

Lunch Buffet

Chicken Fried Chicken with Brown & Cream Gravy
Served with Fresh Market Salad (with choice of 3 dressings)
Whipped Mashed Potatoes
Steamed Vegetables
Rolls & Butter
Served with Tea, Water & Coffee Service

Dessert

Cake Service—Choice of Up to 4 Flavors (Based on 65 Guests)

Soda Service

\$10.00 per person

Texas Prompt Payment Act Compliance: Payment for goods and services shall be governed by Chapter 2251 of the Texas Government Code. An invoice shall be deemed overdue the 31st day after the later of (1) the date licensee receives the goods under the contract; (2) the date the performance of the service under the contract is completed; or (3) the date the Williamson County Auditor receives an invoice for the goods or services. Interest charges for any overdue payments shall be paid by licensee in accordance with Texas Government Code Section 2251.025. More specifically, the rate of interest that shall accrue on a late payment is the rate in effect on September 1 of licensee's fiscal year in which the payment becomes due. The said rate in effect on September 1 shall be equal to the sum of one percent (1%); and (2) the prime rate published in the Wall Street Journal on the first day of July of the preceding fiscal year that does not fall on a Saturday or Sunday.

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.

Presiding Officer, Commissioner Pct #3

Client Signature: Valerie Corey

Date: Jun 25, 2021

Sales Manager: [Signature]

Date: 6/14/21

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: _____









Agenda item #15, 06.22.2021, Event Registration, Star Ranch

Final Audit Report

2021-06-25

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