



Keene Country Club

Wedding Function Agreement

Deposit

In order to secure the preferred date for your function, a non-refundable deposit of \$2,500 (for Saturday) or \$2,000 (for Friday or Sunday) is required. This does not include 9% New Hampshire Meals and Rooms Tax that will be added to the final invoice. The Club reserves the right to book any date until both the Country Club and the customer have signed a confirmed contract with the required deposit. Any cancellation after fourteen (14) days of signing the contract will result in the forfeit of the deposit. Deposits are not refundable or transferable.

Payments

Ninety (90) days before your function the Keene Country Club will require a 50% payment of the estimated cost of the function. Full payment of the scheduled function will be required seven (7) before the event. The guaranteed number of guests is not subject to reduction seven (7) days prior to the event. We will also require a credit card on file for any variable charges such as open bars, wine with dinner, etc. Club members will be billed. The Country Club will accept cash, checks, Visa/MasterCard and American Express for payments on functions. Please note, credit card payments made over the phone will be charged an additional 3% on top of the amount charged.

Guarantees

A guaranteed attendance number is needed seven (7) days prior to the date of your function. If no guarantee is received by the specified deadline, the initial expected attendance figure will be considered the guarantee and will be billed accordingly. The final guarantee is not subject to reduction. Please bear in mind that last minute changes hamper our goal of serving your guests properly.

Menu Selections

Banquet menus, room arrangements, menu splits and other details pertinent to your function need to be made fourteen (14) days prior to the function. If a split entrée selection has been chosen, your selections must be limited to two entrees and the price of the more expensive entrée will prevail for your total guest count. Limitations may apply to selected entrees. Prices and items are subject to change.

Taxes & Service Charge

All menu selections are subject to the 9% New Hampshire State Meals and Rooms Tax and a 20 % service charge.

Room Fees & Assignments

The facility is made available to guests at a specific time for a total of five (5) hours (if the wedding ceremony is held here, it is considered part of the 5 hours). Additional time is granted at a rate of \$300.00 per hour, if available, and must be scheduled in advance. The Keene Country Club reserves the right to assign another room if the original estimate of guests is significantly altered. (Active members receive a discounted rate on rooms for their personal functions such as weddings, bar mitzvahs, and anniversary & birthday parties.)



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Food & Beverages

The New Hampshire State liquor commission regulates all alcoholic beverage sales and services. The Keene Country Club, as a licensee, is responsible for adhering to these regulations. **We cannot allow liquor of any kind to be brought onto the club premises. Alcoholic beverages are not allowed outside of the building.** Employees of the Keene Country Club must do all dispensing of beverages. Proper ID is required for all alcoholic service to those patrons appearing 30 years of age and younger. The Keene Country Club reserves the right not to serve liquor to any guest at any time. No prepared food from a setup buffet may be removed from the premises. The removal of food from the premises of Keene Country Club is a violation of the New Hampshire health code.

Security

Keene Country Club shall not assume any responsibility for the damage to or the loss of any merchandise or articles left at Keene Country Club prior to, during, or following any function. Please note it is the policy of Keene Country Club's staff not to handle any gift cards.

Golf Course

Each wedding secured at Keene Country Club allows a foursome to play a round of golf on the weekend of your event at no additional charge (this includes carts & greens fees). Any additional players will be charged the "Guest of a Member" price for their round. Please directly contact the Charlie Kamal Pro Shop for availability and tee times.

Conduct

Clients of Keene Country Club assume responsibility for the conduct of all persons in attendance. Clients are also responsible for any property of Keene Country Club inadvertently taken or damaged by their guests. The Keene Country Club has the right to end an event at anytime, if guests are consuming alcohol illegally or consume alcohol not purchased from the Keene Country Club, on all Keene Country Club property.

Displays & Decorations

The use of confetti, birdseed, rice or similar items is prohibited. All displays and decorations must be pre-approved by Keene Country Club. No tacks, tape, string or wire is to be used without prior written consent from the Club. The use of candles is allowed only if they are enclosed in a vase, water, or votive. Open flames are prohibited.

Smoking

The Keene Country Club does not allow smoking in any of its buildings at anytime, however, there are designated smoking areas outside.

Other Charges (if applicable)

Wedding ceremony fee of \$250.00 may be applicable if additional setup is required. Portable bar fees may apply.

Prices

Prices quoted do not include a 20% service charge or an applicable 9% New Hampshire State Meals and Room Taxes. ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.



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We want you to have a wonderful event, but please know that if a guest knowingly and repeatedly violates the policies set forth in this agreement, we reserve the right to ask them to leave the premises.

Please read, sign and return this copy with your deposit. Any changes to this agreement must be made in writing and signed by the client and a representative of the Keene Country Club.

Name(s): _____

Address: _____

Phone: (H) _____ (C) _____ (W) _____

Email Address: _____

Type of Function: _____ Room Requested: _____

Function Date: _____ Time: _____ Guest Count: _____ (See "Guarantees" above.)

In Contract With – Signature

Date

Keene Country Club Representative

Date

Thank you for selecting Keene Country Club for your special day!