

From:
Cary & Sylvana
 Menifee Lakes Country Club Weddings & Events
 Venue
 951-672-4824 Ext. 4
 sylvana@menifeelakeevents.com



Project:	Perris Union HS Gala 4/21/23 CONTRACT
Type	Event
Date	Apr 21, 2023
Time	3:00 pm - 9:00 pm
Location	Menifee Lakes Country Club, 29875 Menifee Lakes Dr, Menifee, CA 92584, USA

CONTRACT

Version 1

PROPOSAL

	QTY	UNIT	PRICE	SVC	TAX	TOTAL
Venue Rental	0.0			✓	✓	
Friday, April 21, 2023 Arrival/Setup: 3:00 pm Event time: 5:00 pm - 8:00 pm Breakdown: 8:00 pm Departure: 9:00 pm						
Within the hours of 5pm - 10pm hours*	155.0		\$65.00	✓	✓	\$10,075.00
\$65 per person - including; event space for 3 hours, set up/break down, house - tables, chairs, linens, glassware, silverware, catering staff and food selection						
Appetizers	0.0			✓	✓	
2 appetizers						
Plated	0.0			✓	✓	
1 salad 2 entrees 2 sides						
Beverages	0.0			✓	✓	
Self serve beverage station - water, iced tea, and lemonade						
Bartending	0.0			✓	✓	

Cash bar available*

-or-

Non-alcoholic beverages - \$3.50 per person

One Hour Hosted Bar - Beer, wine, and soda - \$10 per person

One Hour Hosted Bar - Beer, wine and well spirits bar - \$13 per person

One Hour Hosted Bar - Beer, wine, well and call bar - \$16 per person

One Hour Hosted Bar - Premium bar - \$19 per person

Tables and Chairs

✓ ✓

House tables - round or rectangle

House chairs - brown fabric with black metal legs - or upgrade by choice*

Upgrade; White folding resin chairs - \$2 per person

Upgrade; Mahogany Chiavari chairs - \$5 per person

20 tables

8 chairs at each table

House Table Linens

0.0

\$15.00

✓

✓

House table linens - white (upgrade by color)

House Napkins

0.0

\$3.00

✓

✓

House napkin linens - burgundy (upgrade by color)

Vendor Meals

0.0

\$25.00

✓

photographer, bartender, coordinator(s)

Subtotal: **\$10,075.00**

Service Charge: **\$2,216.50**

Tax (8.75%) **\$881.56**

Total Amount: \$13,173.06

PAYMENT PLAN

1. \$3,293.27 Dec 30, 2022 #210624-001288 UNPAID

2. \$4,939.89 Feb 2, 2023 #210624-001289 UNPAID

3. \$4,939.90 Mar 21, 2023 #210624-001290 UNPAID

Total Amount: **\$13,173.06**

CONTRACT

25% of the total due on Dec 30, 2022, in the amount of \$3293.27

37% of the total due on Feb 02, 2023, in the amount of \$4939.89

38% of the total due on Mar 21, 2023, in the amount of \$4939.90

Client Service Agreement

Entered into on Nov 16, 2022.

Session is on Apr 21, 2023

Parties:

Known as "Vendor"

Menifee Lakes Country Club Weddings & Events

sylvana@menifeelakesevents.com

(951) 672-4824

and

Known as "Client"

Collectively, all of the above people or businesses entering this Agreement will be referred to as the "Parties."

Purpose of the Agreement

Client wishes to hire Vendor to provide services relating to Client's Event as detailed in this Agreement. Vendor has agreed to provide such services according to the terms of this Agreement.

Contract

Clients' use of the event center's facilities and related services space will be confirmed by this signed contract and paid Space Reservation Fee equivalent to 25% of the total estimated charges at the time of booking. This will secure for Clients the date, time, and space chosen, as well as the minimum subtotal required by Menifee Lakes Country Club. All payments made will be credited to the final balance of the event.

An additional payment that will bring the client's balance to at least 50% paid will be due 180 days in advance of the event date. These payments may be made in the form of credit card, personal check, cashier's check, or money order.

Cash payments will not be accepted at any time. Payments made by check must be payable to Menifee Lakes Country Club.

All charges are an approximation, and may change with any client requested adjustments to the services and guest count until 30 days prior to the event date - at which point the minimum guaranteed attendance and final payment are due.

Neither personal checks nor cash will be accepted for final payments. After final payment is received, contracted services will be procured; therefore, the minimum guaranteed attendance may not be reduced.

Should the guest count increase within the final 30 days before the event, that number will become the new guaranteed count. Any guest count increase made after the 30-day-out final payment must be confirmed in writing and accompanied by full payment of any additional costs. If the day - of attendance exceeds the guaranteed guest count, Clients will be charged 1.5 times the per person price for each additional guest. No refunds will be provided in the event that actual attendance falls below the final guaranteed count.

Initial: _____ Initial: _____

Cancellation Policy

Space Reservation Fees and all payments made are non-refundable if the event is canceled for any reason, the event may be transferred to another available date providing it is done more than 30 days prior to the event date. Should Clients propose to change the event date, it shall constitute a cancellation of the existing contract.

Clients agree to the no refund policy set forth above and acknowledge that the payment amounts scheduled above accurately describe the damages Menifee Lakes Country Club will incur in the event of any breach or cancellation by Clients.

If the event is canceled within 60 days of the event, the full remaining balance of all estimated charges will be due to Menifee Lakes Country Club.

Wedding insurance can help protect you against circumstances beyond your control. Menifee Lakes Country Club recommends the purchase of additional wedding insurance through a 3rd party provider.

Initial: _____ Initial: _____

Terms & Conditions

All contracted services including, but not limited to food and beverage services, are subject to automatic service charge and applicable sales taxes. The service charge is not a tip or gratuity. Gratuities are not included and are voluntary.

Due to liability, no food or beverage shall be removed from the premise. Clients agree to abide by all regulations applicable to the lawful distribution and responsible service of alcoholic beverages. Menifee Lakes Country Club is not responsible for lost or stolen items of any event attendees and/or outside vendors.

In the event either party brings an action to enforce or interpret any provision of this agreement, in addition to any other relief, the prevailing party shall be entitled to recover actual attorney's fees and costs therein.

Initial: _____ **Initial:** _____

Client Signature: _____ Date: _____

Client Signature: _____ Date: _____

Venue Representative Signature: _____ Date: _____

Venue Representative Signature: _____ Date: _____

Venue Policy, Rules, Regulations, Restrictions

Property -

Menifee Lakes Country Club is open to the public from 5:45am - 7:00pm. Public is not allowed at our ceremony sites or private events as well as our bar during event* Upstairs bar and pub will be closed early before cocktail hour begins*

Venue deposits are non-refundable*

Wedding or event party may arrive 2 hours before ceremony time for - vendor window, getting ready and/or decorations* (restrictions apply)

Guests may arrive only 30 minutes before ceremony or start time*

No outside food and/or alcohol - outside desserts ok*

No vehicles may be left overnight*

Venue rental times include setup and breakdown time - additional \$300 per hour billed by the half hour* \$150 cleaning fee will be applied if clean up is not done*

Music must stop at end time - no extensions*

Designated electrical outlets on the property are available for use by the wedding or event party and the vendors. The parties are welcome to inspect the locations and numbers of outlets prior to event*

Smoking is only allowed in designated areas - 21+ ages*

No pets allowed on property*

No flower petals, faux flower petals, confetti, sparklers, rice, seeds, bird seed or any similar objects*

Clients are responsible for all guests and wedding or event party attending event - Any damage or loss resulting from the event attendees will be billed to the reserving party*

Any intoxicated guests are the responsibility of the reserving party*

The booking party cannot hold Menifee Lakes Country Club responsible for failure to provide basic facilities and services due to an emergency, catastrophes, excessive weather or interruptions of public utilities. Menifee Lakes Country Club will allow you to reschedule if possible. If an "Act of God" were to occur preventing the event from taking place as

scheduled, Menifee Lakes Events will allow for the event to be rescheduled pending availability, with no penalty. Last minute cancellations of outdoor sites due to inclement weather will not be considered for refunds*

Menifee Lakes Country Club reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be acquired if this is not met immediately*

Initial:_____ Initial:_____

Catering -

Menu items - clients may request custom menu with specialty meals - available upon request including; vegetarian, vegan, gluten free and any other dietary restrictions necessary*

Vendor meals - A hot meal of the chef's selection can be provided for your vendors at a cost of \$25 per person. Advance counts are required* Should additional vendor meals be added onsite catering will do their best to provide - after billing charges will apply*

Menu and guest count - Menu is based on several factors, but not limited to, the day of the week, total number of guests, seasonality/availability, as well as other factors. Final guest count must be given 30 days prior to your event. No reduction to your to guest count or changes to your contract will be accepted within 30 days of your event.

Bar -

We reserve the right to refuse service to any guests that appear to be at the point of being dangerous to their own welfare or the welfare of others. Menifee Lakes Country Club will require a valid form of identification from any guests that appear under the age of 30 years old*. Any Menifee Lakes Country Club staff member or security has the authority to check identification from any guest that appears underage at any point throughout the event. To hinder the over consumption of alcoholic beverages, "shots" policy will be enforced. No "shots" will be served at hosted bar for the first and last hour of service.

Leftovers Food Policy -

All leftover food will be removed from the premises and disposed according to the state and local laws. Menifee Lakes Country Club will assume NO LIABILITY of whatsoever kind for any leftover food taken by the client.

Initial:_____ Initial:_____

Use of Vendors -

All vendors must provide a copy of liability insurance and vendor is responsible for the set up, break down, clean up of their site*

All vendors must adhere to the terms of our guidelines, and it is the client's responsibility to share these guidelines with them*

Please allow appropriate time for your vendors to set up, break down, and clean up. (2 hours prior to event, 1 hour after*)

All events trash must be disposed of in the designated areas at the conclusion of the event, subject to amount of trash that can be disposed in our trash cans, dumpsters, etc. Failure to follow, additional charge of \$120 will be billed*

All vendors must coordinate arrival and set up time with wedding and events coordinator*

Initial:_____ Initial:_____

Decorations -

The following items are prohibited in decorating and may NOT be used on property; nails, screws, tacks, staples, tape, glitter, confetti, bird seed, misc. seeds, flower petals, faux flower petals, beads, marbles, decorative stones, feathers etc. As well as hanging draping or other hanging decor with use of ladder - must be done by a hired professional*

All decorations and florals must be removed by the end of the rental period*

Substitutions and/or restrictions - Menifee Lakes Country Club reserves the right to make substitutions or restrict decor in the event items and decorations can not be placed as planned due to unforeseen circumstances

Initial:_____ Initial:_____

After Billing -

There may be instances where after billing following an event will be necessary. Instances may include, but are not limited to; staff overtime, additional hours of venue rental, additional rentals and services rendered, as well as other additional requests made by the client, or a representative of the client. In the instance where after billing occurs, the client is responsible to pay for all charges incurred. If Menifee Lakes Country Club has the client's credit card on file, that card may be used to pay for after billing fees.

Initial:_____ Initial:_____

Misc. -

Staff pricing is subject to change based on event location and date. Holiday rates may apply on impacted holiday dates. "Business day" means any day that is not Saturday or Sunday, or other day on which banks and/or other businesses are required or authorized by law to be closed in Menifee, California.

Image release clause -

Menifee Lakes Country Club, vendors, and other affiliates have the right to use clients' name, picture, photographs, electronically recorded images and/or videos, or other likeness in all forms and media and in all manners, unless otherwise requested. This includes but is not limited to print and the web. Client waives the right to inspect or approve of the aforementioned media, and waives the right to any compensation for said media publication.

Client may not assign any of its rights or obligations under this agreement without Menifee Lakes Country Club's prior consent. This agreement will be binding upon and inure to the benefit of all successors and permitted assigns of the parties. The waiver of any term, obligation, or provision relating to this contract must be expressly set forth in a writing executed by the party to be charged with the waiver.

Initial:_____ Initial:_____

By signing below, client acknowledges that client has read and considered the agreement and attachments. Client further acknowledges and agrees to be bound by these terms and conditions.

Client Signature: _____Date:_____

Client Signature: _____Date:_____

Venue Representative Signature: _____Date:_____

Cary & Sylvana

TBD

sylvana@menifeelakeevents.com | | (951) 672-4824 | 29875 Menifee Lakes Dr., Menifee, CA 92584