



DEPOSITS

\$500.00 non-refundable initial deposit due at time of contract signing
50% non-refundable deposit due 6 months prior to event
Full payment due at final meeting based on guaranteed guest count

In the event your functions total cost exceeds the total estimate paid, the difference will be due in full on the day of the event.

BEVERAGE OPTIONS

OPEN BAR

Full open bar featuring house and premium brand liquors, house wine, select draught beer and soda
The amount charged is on a per person basis, in accordance with the guaranteed guest count or the actual attendance if higher

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|---------|-------|
| 1 Hour | 12.00 |
| 2 Hours | 17.00 |
| 3 Hours | 22.00 |
| 4 Hours | 26.00 |

BEER AND WINE

House wine, select draught beer and soda
The amount charged is on a per person basis, in accordance with the guaranteed guest count or the actual attendance if higher

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|---------|-------|
| 1 Hour | 9.00 |
| 2 Hours | 13.00 |
| 3 Hours | 16.00 |
| 4 Hours | 19.00 |

HOST SPONSORED BAR

Complete beverage service with house and premium brand liquors, house wine, select draught beer and soda.
Charges will reflect actual drinks served during the event.
\$125.00 bartender fee applies if bar receipts do not reach \$500.00

CASH BAR

Complete beverage service with house and premium brand liquors, house wine, select draught beer and soda.
Guests will pay for their own drinks served during the event.
\$125.00 bartender fee applies if bar receipts do not reach \$500.00



ORCHARD CREEK POLICIES

All Package Prices are subject to a 20% catering fee and 8% sales tax.

Menu Prices:

All menus, package prices and beverage charges are subject to a 20% catering fee and 8% sales tax. Menu prices are subject to change. Specific menu prices may be confirmed six months prior to an event. All prices based on a minimum guest count of 75.

Menu Selections and Guarantees:

Multiple entrée selections require specific entrée count guarantees. If selecting from multiple groups the highest of the selected entrée prices will apply to all entrees. The final guarantee of attendees for an event is required three business days prior to the event. In the event no guarantee is received, the initial expected number of guests will apply. Orchard Creek will be prepared to serve 5% over the guarantee number, but reserves the right to substitute items if required.

Security:

Orchard Creek will not assume responsibility for damages or loss of any materials left on the premises, prior to, during, or after a function. All belongings must be removed at the conclusion of the event.

Alcohol Service:

Orchard Creek reserves the right to make decisions on continuing service of alcoholic beverages. No "shots" under any circumstances, for any events will be served. We ID guests who appear to be under the age of 25. No alcohol will be served without proper ID. No vendors are permitted to consume alcohol. **Alcohol service will conclude 20 minutes prior to the end of any open bar event.**

Meals for Vendors (Band, Photographer, etc):

Should you wish to provide food and non-alcoholic beverages for these individuals, \$40.00 per professional will be added to your invoice.

Overtime Fee:

Our prices as listed are for a maximum five hour time period. For events that extend beyond this time a \$500, per hour fee will be charged. This overtime fee includes use of the facility. Please note that overtime is at the discretion of management.

Fees for Children:

Five years and younger: \$10.00 per child includes chicken tenders and fries for dinner, six to twelve years- half package price, thirteen to twenty- full package with credit for the bar.

Banners and Signage:

If you plan to display posters, banners, decorations or signage, please let us know prior to your arrival so that arrangements can be made to schedule Orchard Creek staff to install and remove such items. In order to maintain our facility, it is not permissible to use pushpins, tacks, staples, or tape on the walls or woodwork throughout any area. In addition, we strictly prohibit the hanging of anything from the ceilings or ceiling fans.

Orchard Creek Policies (cont.)

Third Party Vendors:

Any third party vendor or subcontractor that you hire to perform services at Orchard Creek (i.e. Decorators, DJ's, performers, etc.) are to be insured for a minimum liability limit of \$500,000 per occurrence and \$1,000,000 umbrella general liability. Orchard Creek is to be listed as additional insured for general liability and a certificate of liability insurance must be sent to the Food and Beverage Manager prior to the event.

Outside Food and Beverage:

No food or beverage of any kind will be permitted to be brought into any banquet space by any guest without prior, written approval of the Manager. Removal of any food provided by Orchard Creek Golf Club is not permitted. Wedding or celebration cakes must be produced by a licensed, NYS DOH inspected bakery.

Property Damage and Confetti:

The customer is responsible and shall reimburse Orchard Creek Golf Club for any damage, loss or liability incurred at Orchard Creek Golf Club by any customer's guests or any persons or organizations contracted by the customer to provide any service or good before, during, and after the function. A minimum \$250 cleaning fee will be charged to the host if any amount of confetti is disbursed indoors or outdoors at an event by the customer, any customer's guests or any persons or organizations contracted by the customer to provide any service or good before, during, and after the function.

Other Information:

Our staff will be happy to assist you in formulating special menus to meet your specific needs. If you have a special request or personal favorites not listed on these menus, please let us know. Vegetarian and other dietary restrictions can be accommodated with advance notice.