



The Emerald Golf Course

2300 West Maple Rapids Road • St. Johns, MI 48879
(989) 224-6287 • Fax (989) 224-0681 • info@emeraldgolfcourse.com

Banquet Event Order

Account:	Event:	Date/Time:
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Contact:	Post As:
Address:	Phone:
	Fax:
	Email:
Deposit:	On-site:
Method of Payment:	Sales Mgr:
Full amount is due at conclusion of event	Catering Mgr:

All food and beverages must be purchased through The Emerald with the exception of special occasion cakes, and must be consumed on premises. Beverage service includes bar attendant. All catered reservations include a 5 hour time slot unless otherwise noted.

Date	Time	Setup	Set	Guarantee

FOOD				ROOM REQUIREMENT	
	Price	Qty	Subtotal		Price
Total: \$ _____				Total: \$ _____	

BEVERAGE SERVICE				OTHER CHARGES		
	Price	Qty	Subtotal		Price	Qty Subtotal
Total: \$ _____				Total: \$ _____		



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Banquet Policy:

Rental Fees:

Catered Room: \$300 / Non-Catered Room: \$500

Wedding Garden: \$500 / \$200 if reception is held at The Emerald

1. Catered room rental fee includes: white linen tablecloths and napkins, china, stemware, basic table setup and cleanup.
2. Colored napkins are available at an additional cost per napkin.

Deposit:

1. A \$200 deposit is required to confirm and hold the date of the event. The date will only be held upon receipt of said deposit.
2. The final payment balance is due at the conclusion of the event.

Cancellation policy:

1. Notice of cancellation given 90 days prior to event will receive full refund of deposit.
2. Cancellations made within 7 days prior to the event will be charged 50% of total estimated cost.
3. Cancellations made within 48 hours of event will be billed in full.

Food and Beverages:

1. All food and beverages must be purchased through The Emerald with the exception of special occasion cakes.
2. All food and beverages must be consumed on premises.
3. Final menu and beverage choices must be made 14 days prior to booked event.
4. Final guest count must be determined 10 days prior to event.
5. No reduction in guest counts will be accepted within 7 days of event.
6. Guests added within 24 hours of event will be charged an extra \$5 per plate.

State Sales Tax and Gratuities:

1. All events are subject to 6% state sales tax and 18% gratuity service charge

Decorations:

1. All decorations must be approved by The Emerald. Renter must remove all decorations at conclusion of event. Exceptions will be made for larger items and late night events.
2. No bird seed or rice is allowed on the premises.

Guests:

1. Guests may not have access to the grounds, except the patio area, without advance permission from The Emerald.

Responsibility for Loss or Damage:

1. The Emerald holds the renter, the person signing below, completely responsible for any damages both personal and property.
2. The Emerald is not responsible for any items that are lost or damaged while on the premises.
3. The renter agrees not to carry on or engage in any illegal activities.

Groups requesting tax exemptions:

1. Groups must complete tax exemption forms prior to event

The Emerald Reserves the right to refuse any booking that, at the discretion of The Emerald, is considered inappropriate or inconsistent with the well-being of the reputation of the facility.

The Emerald reserves the right to change fees and prices at any time with prior notice unless guaranteed in writing.

ESTIMATED CHARGES

Food	\$ _____	Other	\$ _____	MI Sales Tax	\$ _____
Beverage	\$ _____	Subtotal	\$ _____	Gratuity	\$ _____
Room	\$ _____			TOTAL	\$ _____

I, the renter, have read, understand, and comply with the policies outlined in The Emerald banquet event order.

(renter's signature) Date

(Emerald representative) Date