



MOSS RIDGE

EVENT & BANQUET
INFORMATION

CONTACT INFORMATION

Moss Ridge Golf Club and Banquet Center

13545 Apple Avenue
PO Box 165, Ravenna, MI 49451
231-853-5665
www.MossRidge.com

Rochelle Richmond

Event Coordinator
616-520-5819
rrichmond@mossridge.com

Preferred Catering Companies

Donna's Catering

231-853-6193

&

White Linen Catering

231-834-5156
whitelinencatering.org

CONTENTS

Room Rental	page 3
Bar Pricing	page 4
Hosted Five Hour Bars	Page 5
Event Rental items	page 6
Event Contract	page 7



ROOM RENTAL INFORMATION

Room Capacities

(based on guest seating at round tables)

Moss Room..... 250 guests

Vandenberg Room..... 100 guests

Grill Room 80 guests

Moss/Vandenberg 350 guests

Vandenberg/Grill 200 guests

Moss/Vandenberg/Grill 400 guests

Saturday Evening	Friday Evening	Sun. - Thru. Evening	Saturday Daytime	Friday Daytime	Sun. - Thru. Daytime
<i>Moss Room</i>					
\$1320	\$885	\$550	\$385	\$275	\$195
<i>Vandenberg Room</i>					
\$880	\$550	\$330	\$275	\$195	\$165
<i>Grill Room</i>					
\$660	\$385	\$165	\$165	\$165	\$110
<i>Moss/Vandenberg</i>					
\$1980	\$1160	\$660	\$485	\$440	\$275
<i>Vandenberg/Grill</i>					
\$1320	\$880	\$440	\$330	\$275	\$220
<i>Moss/Vandenberg/Grill</i>					
\$2420	\$1650	\$770	\$550	\$440	\$330

BAR PRICING INFORMATION

Cash Bar Prices

House Brand Liquor	3.50
Call Brand Liquor	4.00
Premium Brand Liquor	4.50
Canned Domestic Beer	2.75
Imported Beer	3.25
House wine	3.75

Hosted Bar Prices

Domestic Draft ¼ Barrel	150.00
Domestic Draft ½ Barrel	225.00
Imported Draft ½ Barrel	275.00
House Wine Selections	18.00 (per bottle)
House Champagne	25.00
Sparkling Grape Juice	12.00

Five Hour Bar Pricing

(Based on adults 21 years of age & older)

Hosted House Bar with Domestic Beer & Wine	\$14.00
Hosted Call Bar with Domestic Beer & Wine	\$15.00
Hosted Premium Bar with Domestic Beer & Wine ..	\$17.00

Case wine prices upon request!

(Please add 18% service charge and 6% sales tax on all hosted bars)

Prices are subject to change

HOSTED FIVE HOUR BARS

Hosted House Bar with Domestic Beer and Wine

\$14.00 per person

House Label Rum, Gin, Vodka, Tequila, Whiskey, Scotch, Peach Schnapps, Bourbon, Choice of Domestic Keg Beer, and House Label Chardonnay, White Zinfandel, and Merlot. Cranberry and Orange Juice, Cream, Sour Mix, Margarita Mix, Bloody Mary Mix and Soft Drinks

Hosted Call Bar with Domestic Beer and Wine

\$15.00 per person

Bacardi Rum, Captain Morgan Rum, Beefeater Gin, Absolute Vodka, Sauza Tequila, Dewars Scotch, Jim Beam, Seagram's 7, Peach Schnapps, Choice of domestic Keg Beer, House Label Chardonnay, White Zinfandel, and Merlot, Cranberry and Orange Juice, Cream, Sour Mix, Margarita Mix, Bloody Mary Mix and Soft Drinks

Five Hour Bar Pricing

(Based on adults 21 years of age & older)

\$17.00 per person

Bacardi Rum, Tanqueray Gin, Absolute Vodka, Sauza Tequila, Jack Daniels Black Label Whiskey, Canadian Club Whiskey, Southern Comfort, Crown Royal, Kahlua, Seagram's VO, Dewars Scotch, Peach Schnapps, Choice of Imported Keg Beer, House Label Chardonnay, White Zinfandel, and Merlot, Cranberry and Orange Juice, Cream, Sour Mix, Margarita Mix, Bloody Mary Mix and Soft Drinks

(Please add 18% service charge and 6% sales tax on all hosted bars)

All bar drink prices are based on one shot per drink.

Based on Guests 21 Years of Age & Older

ID'S ARE REQUIRED BY STATE OF MICHIGAN

EVENT RENTAL ITEMS



Mirrors	3.00 each
Glass Votive Candleholder75 each
LED Tea Light Candles75 each
Decorative Bowls	1.00 each
Ivy Wreath for Bowl	1.00 each
Lights and Tulle Wrapped Around Outside Poles	45.00 per pole
White Wooden Chairs (includes set up and tear down)	4.75 each
Card Mail Box	25.00
Card Cage	15.00
Cake Knife	6.00
Specialty Colored Table Linens	15.00
Ceremony on Course (ceremony only)	400.00
Ceremony on Course (with room rental)	200.00
Wedding Coordinator Fee	350.00
Decorator Fee	100.00

EVENT CONTRACT

Moss Ridge Golf Club and Banquet Center

13545 E Apple Avenue

PO Box 165

Ravenna, MI 49451

(231) 853-5665

Client/ Organization: _____

Event Date: _____

Event type: _____

Telephone: _____

Fax: _____

Address: _____

Booking Contacts: _____

Room(s) Reserved: _____

Room(s) Rental: \$ _____ Estimated Guests _____

Reservation Times: 6:00PM- 12:00AM or 8:00AM- 3:00PM

Minimum guaranteed attendance must be received within ten (10) days of event. If attendance falls below the guaranteed number, the client will be charged for the guaranteed number. Final Payment is due a minimum of seven (7) days before an event. Payment must be made prior to the seven days to agree with the payment schedule configured with your chosen catering company.

Terms and Conditions

1. For all full service events, an 18% service fee and 6% sales tax will be applied to all food and beverage prices.
2. Are you sales tax exempt? Circle one: Yes or No
Please provide a copy of Certificate of Exemption or Federal Certificate.
3. Room Rental Fee: The room rental fee includes the use of the contracted room(s), tables, chairs, white tablecloths, table(s) skirting, dance floor, sound system, and the use of a bartender(s) according to your guest count. Additional costs may apply at our discretion.
4. Banquet rooms are available from 8:00am to 3:00pm for daytime events and 6:00pm to midnight for evening events. If additional time is desired, a charge of \$100 per half hour will be applied. You will need to plan additional time in advance with your event planner. Please be aware that your room may not be available until two hours prior to your event; this includes access to room for cake delivery, floral delivery, decorating etc. We will work closely with you to ensure that your event is set and ready for guest arrival.



5. Payments must be made with cash, check or cashiers check. Full payment for any events not placed on account is required ten (10) days prior to you event.

Note: Payments for on account must be received within 14 days of the scheduled event. Payment of remainder of consumption items and cash bar are due prior to the event. Any additional amounts incurred during the event must be paid in full at the end of the event. The costs incurred for collection of any past due amounts will be the responsibility of the client. These fees include, but are not limited to, attorney fees, collection agency fees, NSF check fees, and finance charges. 3% service charge will be added to payments made with a credit card.

6. A NON-REFUNDABLE DEPOSIT is required to confirm your reservation. If you choose to cancel your event, your initial deposit is non-refundable. Refunds of any additional deposits will be at the discretion of Moss Ridge, dependent upon re-booking a party of similar size and nature to the cancelled event. Deposit payments will be required as described in the deposit schedule attached to this contract. Full payment of your event is required ten (10) days prior to your event. This does not include any cash bar sales. The initial deposit is \$500. **Please Initial** _____
7. Security Deposit: A \$500 cleaning/damage deposit covers the cost of repair for any damages and / or staff that your event causes

The security deposit is fully refundable provided the following guidelines are met:

- The property is left at the conclusion of your event in the same condition in which it was found.
- You do not exceed the time constraints of your rental package (*unless you have \$100.00 per extra half hour*) beyond the room(s) rental time.
- You do not exceed the number of guests allowed by your rental package.
- No extra staff hour are used for cleaning of the room(s) for your event

Please initial that you have read and agree to these terms _____

8. Guaranteed guest counts are due TEN DAYS prior to your event. It is your responsibility to contract us regarding the final guaranteed guest count. If a guarantee is not received, we will prepare and charge for the highest number of persons on the estimated guest count. We will be prepared to serve 5% (Maximum 25 people) over your guarantee.
9. Menus must be finalized with the preferred caterer chosen from our list. The client is required to contract the catering company to finalize all menus.
10. Bar prices are subject to change due to market conditions and will be guaranteed 60 days prior to your event.
11. Decorations must be approved by your event planner and must be removed from the facility by the client. Staples, Tacks, Nails, and Tape are not permitted on the walls, floors or ceilings. Glitter, Confetti, Birdseed and Rice are not permitted in the facility. No Real Flame Candles are not allowed. If these guidelines are not followed a minimum cleaning/ damage fee of \$100 will be applied to your bill.
12. Moss Ridge Golf Club and Banquet Center will not be responsible for lost or stolen articles. The client agrees to indemnify and hold Moss Ridge Golf Club and Banquet Center, harmless for all damages caused to persons or property by you or your guests' intentional or negligent acts or omissions. You will also be responsible for all costs and expenses associated with the enforcement of the provision, including attorney fees.

13. In accordance with the State of Michigan, Moss Ridge Golf Club and Banquet Center will not serve alcohol to anyone under the age of 21. Identification will be required. Moss Ridge Golf Club and Banquet Center has the discretion of serving alcohol to guests, and reserves the right to refuse alcohol to anyone without identification or anyone that we feel has exceeded a reasonable beverage limit or at any given time.

Renters are held responsible for the behavior of their guests,. No alcohol is to be brought into or removed from Moss Ridge Golf and Banquet Center or consumed outside of your event room. In the event alcohol is found that is not purchased through Moss Ridge Golf and Banquet Center the person or person's will be charged, a "per" shot price according to the current prices. According to the signatures of the Bar Service. Moss Ridge Golf and Banquet Center reserves the right to the closing of the bar if in the event alcohol is found that is not purchased from Moss Ridge Golf and banquet Center.

Please Initial _____

14. Additional service fees may be applied if additional Servers, bartenders or security guards that are requested or needed at your event either by Moss Ridge Golf and Banquet Center or the Renter.
15. Price includes use of our sound system, dance floor and riser for head table.
16. In accordance with local health department regulations no food or beverage products can be taken from Moss Ridge Golf Club and Banquet Center.
17. Our facility is smoke-free. Designated Area's are provided outdoors.
18. Can we communicate with you through e-mail to inform you of any upcoming specials, promotions and new menus?

Please Circle one: Yes or No E-mail address: _____

Upon receiving this contract, please contact our Sales Office for verification of contractual terms. After reviewing contract with a Moss Ridge Golf and Banquet representative, please sign and return it with your deposit. This will secure your event date.

I have read the above contract and agree to the terms and conditions as well as any terms and conditions on any contract addenda, which I may sign.

Client: _____ Date: _____

Bar Service: The following person(s) is responsible for any bar invoice incurred at the event, any alcohol that is found or consumed not purchased through Moss Ridge Golf and Banquet Center and all service fee(s) and applicable MI Sales Tax. The invoice must be paid in full at the conclusion of the event.

Name(s) (please print): _____

Signature: _____ Date: _____

Signature _____ Date: _____

Sales Rep: _____ Date: _____

(Moss Ridge Golf and Banquet Representative)

