

Shamrock Heights Events Rates & Policies

Rates are based on the final guest count, on the day of the event.

Food Service Events require a minimum of \$250 food order.

A deposit of \$250 is required when signing the contract to reserve the date and guarantee event will be held at Shamrock Heights Golf Course.

ROOM RENTAL WITH FOOD SERVICE

Guest Count	Apr - Oct	Nov - Mar
76+	\$100	\$125
61-75	\$150	\$175
51-60	\$200	\$250
50 or less	\$350	\$400

EVENT FEES

Non Food Service Events	\$500
Outside Event set-up/occupancy	\$500
Rates may increase if location of event impacts daily play.	
Wedding ceremony	\$500
Table cloth linens	\$200

- I/we, the undersigned, have reserved the dining room and or bar at Shamrock Heights Golf Course on _____, 20____, for approximately _____ guests. Room Rates above are based on the final guest count, on the day of the event and will be added to the final invoice.
- Your deposit will be applied to the final bill. In the event your event is canceled, I/we understand that the deposit is non-refundable.
- I/we, as event coordinator have read, understand, and agree to the following policies of Shamrock Heights Golf Course:
 - All food served and consumed on the premises must be prepared by Shamrock Heights Golf Course (except the wedding cake or desserts) unless agreed upon prior to the event and approved by management. For desserts not provided by Shamrock Heights Golf Course, cake cutting and waitstaff service can be added for an additional \$0.50 per person.
 - Leftover or un-served food may never leave the premises.
 - Absolutely NO carry-in beverages are allowed. All alcohol consumed on the premises must be purchased from Shamrock Heights Golf Course. This includes the parking lot.
 - Absolutely NO kitchen use is allowed.
 - An accurate dinner count must be received ten days in advance of the reservation. Billing will reflect this count.
 - Entertainment must be hired by the event coordinator.
 - Event coordinator is responsible for decorating the reserved room. Décor must be approved by Shamrock Heights Golf Course Management, and some prohibited decorations include confetti, glitter, or any similar item. No decorations are allowed on the walls, ceilings, or posts
 - Any persons under 21 or persons without valid ID will not be served alcohol. This includes the wedding party. All children must remain in the banquet room, and minors are not allowed in the general bar area after 9pm.
 - By signing this agreement, all parties waive any and all claims against Shamrock Heights Golf Course. We shall assume NO responsibility for lost or stolen property.
 - These rates are for 4 hours of use. Each additional hour will be prorated.
 - We accept cash, check, and most major credit cards. Events are subject to 5.5% sales tax and gratuity will be added to all bills (Food Service 20%, Bar Service 18%). Credit Cards will have a 2.5% processing fee added to total. Final balance is due upon the conclusion of the event.

Guarantor of Bill _____

Phone # _____ **Date** _____