



Pearce's

# OUTING & EVENT GENERAL INFORMATION

**SEATING** Our pavilion banquet facility seats up to 160 guests. Number is subject to the final floor layout.

**GUARANTEES** Final guarantees (number of expected guests) are due no later than five (5) days prior to the event. The guaranteed number is the lowest amount for which you are required to pay. This can be increased up to 72 hours in advance.

**BOOKING DEPOSITS & CONTRACTS** A non-refundable deposit of \$250 is required to book the event date. The amount will be applied toward the total payment for your banquet function. Your contract must be signed with your deposit.

**PAVILION RENTAL FEES** Fox Bend will provide all beverages inside the pavilion. Food packages may be selected from the event menus. Specialty menus are available upon request.

### 2017 Pavilion Rental Fees

Up to 100 guests	\$400
100+ guests	\$800

**SPECIAL REQUESTS** All packages can be customized at an additional cost.

**PRICES** Due to market conditions, prices and availability are subject to change. Prices include 8.5% sales tax and 20% service charge on all food and beverage. Tips are not included.

**ADDITIONAL FEES** Cash bar packages require a \$100 bar set up.

**DEPOSITS** All deposits are non-refundable. All fees payable day of event. Deposits and payments may be paid by cash, credit card, personal check, certified check, or cashier's check (made payable to Fox Bend Golf Course).

**CANCELLATIONS** If an event is cancelled, all deposits and payments collected are nonrefundable.

**TABLE SETTING & SERVICE** All packages are served buffet style. Different linen colors and napkins are available. Beverages are served in clear plastic cups. Packages include standard table centerpieces.

**SPECIAL OCCASION CAKES** You may supply your own cake provided it is supplied from an established commercial bakery. We do not provide cake cutting service.

**DECORATIONS** You may arrive four hours prior to your event time to decorate. Candles with an open flame are prohibited unless contained in a glass bowl or candle holder. Please no confetti or candy pieces.

**ALCOHOL POLICY** Valid photo IDs are required for all guests. Fox Bend reserves the right to exercise our legal responsibility and social obligation in refusing further service to any guest.

**MUSIC & ENTERTAINMENT** Pavilion entertainment must end by 10:30pm, in accordance with the Village of Oswego ordinance. Sound levels may not be more than 60 dB (55 dB after 10:00pm). In the event of a disturbance, Fox Bend reserves the right to adjust the volume of any music or entertainment. Non-compliance can result in penalties or fines. A sound system is available by request.

**EVENT HOURS** All events must conclude by 11:00pm.

**LIABILITY** Fox Bend does not assume liability for damage to or loss of material or equipment left in the banquet room before, during, or after the event. The client may be held liable for damages to Fox Bend property.