



6097 NE Ebony Lane  
Corvallis, Oregon 97330  
541-745-7455

valley@valleycateringoregon.com

## ADAIR CLUBHOUSE RENTAL CONTRACT

This agreement made on \_\_\_\_\_ (date), by and between VALLEY CATERING, INC. and \_\_\_\_\_ (please print), hereinafter called the "Client",

For \_\_\_\_\_ (event) on \_\_\_\_\_ (date).

Estimated number of guests: \_\_\_\_\_ Phone number: \_\_\_\_\_

Event time: \_\_\_\_\_ Access time: \_\_\_\_\_

Billing address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Our agreement with Benton County states that VALLEY CATERING, INC. "shall have exclusive catering and food service rights to this facility. Events not utilizing VALLEY CATERING, INC. catering services are expressly permitted and shall not be given any different priority over events with VALLEY CATERING, INC. catering service. However, as on-site food and beverage preparation and sanitation facilities will not be made available to non-concessionaire catered events, non VALLEY CATERING, INC. catered events are prohibited from providing outside catering in any form of food service due to health, sanitation, and liability consideration."

The Client understands that this agreement only covers the use of the facility known as, "The Adair Clubhouse" and that all other services, obligations, liabilities, or terms are provided for in (a) separate agreement(s).

**Alcoholic Beverages:** The Adair Clubhouse and VALLEY CATERING, INC. strictly adhere to all laws and regulations pertaining to the service and sale of alcoholic beverages. All alcoholic beverages must be supplied and served by VALLEY CATERING, INC. No outside alcohol allowed on the premises. **Please sign Alcohol Policy, if applicable.**

The Client agrees to pay the sum of \$\_\_\_\_\_ per each guest (plus other agreed upon fees) guaranteed. **Guaranteed number of guests need to be confirmed ten (10) days prior to the event.** The client will be charged for the guaranteed, or the actual number of guests, whichever is greater.

Deposit of \$200 is required for events or \$500 for weddings. For weddings and large events; a deposit of half of the estimated catering costs is required thirty (30) days prior to the event.

**Deposit Date:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

The client agrees to pay half of the estimated catering costs thirty (30) days prior to the event on (if applicable)

**Date:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**Total fee for Clubhouse Rental \$** \_\_\_\_\_

**Deposits:** Deposits are to secure our services and are non-refundable and non-transferable.

**Cancellations:** Full payment is required for any cancellations occurring less than forty-eight (48) hours before the scheduled event.

**Final Invoice:** Payment is due upon receipt of final invoice, immediately following event. Any adjustments by either VALLEY CATERING, INC. or the Client must be made within five (5) business days following the event. A finance charge of 1.5 percent will also be assessed on unpaid balances monthly. Unpaid balances after 30 days will be charged to a credit card on file. If any balance remains uncollected and requires legal intervention, all legal fees will be the client's responsibility. We accept cash, checks, MasterCard, Visa, and AMEX. **Please note, that a 3% credit card processing fee will be charged.**

**Please sign to acknowledge that you will follow the above policies:** \_\_\_\_\_



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## **ADAIR CLUBHOUSE POLICIES**

Thank you for choosing The Adair Clubhouse and Valley Catering! To make your event as stress-free as possible, please read through our policies. We will be happy to help with your arrangements in advance.

### **THE ADAIR CLUBHOUSE / VALLEY CATERING PROVIDES:**

**Capacity:** approximately 135 guests for inside events with additional use of the patio for summer events.

- 15 round, 60" tables and 15 rectangular, 8' tables
- 180 cushioned, stackable chairs
- China (specialty items may need to be rented by client)
- Linens (check for available colors)
- Skirting for buffet tables, cake table, and head tables (ask about additional skirting for DJ, gift tables, etc.)
- iPod dock
- Podium with one attached microphone
- Wireless internet access
- The facility is decorated with seasonal decorations, lights and flowers. Inquire about rental of other table centerpieces or candles.

### **Buffet Times**

Due to Health Department Regulations and to ensure food safety, buffet food will be available for a maximum of two (2) hours.

### ***Food Quantities and Leftovers***

Food quantities are based on the number of guests and duration of the event. **VALLEY CATERING, INC.** provides enough food to ensure sufficient quantities for the agreed upon number of guests. Remaining food at the end of an event is at the discretion of **VALLEY CATERING, INC.** regarding food safety.

### ***Service & Staffing***

For service provided by **VALLEY CATERING, INC.** there is a minimum charge of 20 percent of total food, beverage and china cost. Receptions longer than five (5) hours will be charged an additional service fee of \$25 per hour per server. Carving station fee is \$35.00 per station.

### **DECORATING / CLIENT RESPONSIBILITIES:**

- In compliance with Benton County Policy, the Adair Clubhouse and surrounding property, is a non smoking venue.
- No outside food (except wedding cakes or bakery desserts) or beverages allowed within the building or on the property.
- Valley Catering and The Clubhouse strictly adhere to all laws and regulations to the service and sale of alcoholic beverages, no outside alcoholic beverages allowed within the building or on the property. We ask your understanding and cooperation in preventing sales to minors or intoxicated individuals. Last call on alcoholic beverages is 10:00 pm. See **Alcohol Policy** for additional information.
- Tenting, dance floors, etc. can be rented by the Client. Please arrange and confirm set-up and pick-up times. All decorations / rentals must be taken out of the facility and off the property by midnight, unless other arrangements have been made.
- No birdseed or rice allowed in the facility or on the grounds.
- No tacks, nails or tape can be applied to either the walls or the ceilings.
- Outside music / DJ must end at 10:00 pm.
- Candles or open flames must be in an approved chimney or container only! Please check with us.
- Individual bubbles are acceptable. Bubble machines are not allowed.

**Please check with us in advance about any decorating plans.**

**We strive to be a good neighbor; your cooperation is greatly appreciated!**

**Please sign to acknowledge that you will follow the above policies:\_\_\_\_\_**



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## **ALCOHOL POLICIES:**

- Bartender service fee is \$25.00 per hour, per server.
- Due to liability issues and state liquor laws, **VALLEY CATERING, INC.** must supply and serve all alcohol at the Adair Clubhouse.
- OLCC prohibits serving alcohol to guests under the age of 21 or to anyone visibly intoxicated. **VALLEY CATERING, INC.** strictly adheres to all laws and regulations pertaining to the sale and service of alcohol beverages. We ask your understanding and cooperation in preventing sales to minors and intoxicated individuals, a valid photo ID is required.
- All kegs ordered are paid in full. No refund on partial or unused kegs. We are not permitted to give or sell unused alcohol
- Full bar set up is available at the Adair Clubhouse for an additional \$75.00 set-up fee.
- A maximum of four (4) hours of alcohol service is available at each event. Additional service is available the discretion of **VALLEY CATERING, INC.** and may incur an additional hourly rate.
- No alcohol service after 10PM.
- No outside alcoholic beverages allowed at the Adair Clubhouse without written permission.
- We try to accommodate special wine, beer, and champagne requests, at an additional cost.
- Corkage is available for non-profit organizations with prior arrangements made with **VALLEY CATERING, INC.**
- A \$0.50 surcharge will be added to each transaction made with a debit or credit card at the bar

## **Catering Contract Accepted by:**

_____	_____
<b>Client</b>	<b>Date</b>
_____	_____
<b>Valley Catering Event Coordinator</b>	<b>Date</b>