

Round Hill Pines Beach

Event/Function Agreement

Name(s): _____

Mailing Address: _____

City, State, Zip: _____

Primary # _____ Secondary # _____

Email: _____

Name of Function: _____

Date of Function: _____ Time: (Circle One) 11 a.m.- 4 p.m. | 6 p.m. – 10 p.m.

Number of Guests: _____ Minister Needed: Circle One (Yes / No)

Thank you for choosing Round Hill Pines Beach as your event location. In order to secure your reservation, please send a non-refundable deposit of \$500.00 (check or money order) along with this Agreement completely filled out and signed, and the Credit Card Authorization Form Completely filled out and signed to:

Round Hill Pines
P.O. Box 1961
Zephyr Cove, NV 89448

Payment Structure (Check or Money Order)

- Deposit of \$500 to hold date (NON REFUNDABLE)
- 1st Payment of \$4,000 for events held only on Saturday due Nov 31st, 2011
Or
1st Payment of \$2,000 for events held Sunday-Friday due Nov 31st, 2011
- 2nd Payment of \$4,000 for events held only on Saturday due May 1st, 2012
Or
2nd Payment of \$2,000 for events held Sunday-Friday due May 1st, 2012

(Note: If payment is not received on time it may result in a 10% penalty that will be added to your bill.)

All wedding receptions taking place on Saturday, must be a minimum of 100 people, Sunday through Friday must be a minimum of 50 people. Thirty (30) days prior to your event, it is your responsibility to call our Event Coordinator, Annemarie Prudente, at 775-588-3055 with the final guaranteed number of guests, menu choice, beverages, and any extra services needed, OR, we will assume that the number of guests on this

agreement is your final count and we will charge the credit card on file the remaining balance, or, you may send a check.

If additional services (i.e. added beverages) are needed during your event, such products and/or services will be added to your total bill which will be paid for at the end of your event by credit card only. A 7.10% Nevada State Sales Tax and 18% service charge will be added to your final food and beverage bill.

(No other payment arrangements are accepted unless approved by management)

In the event of cancellation of a signed agreement, we must be notified in writing 90 days prior to the date of your event. Deposit Payments may be refunded if another party of equal value books your time slot.

All menus are per person and Buffet Style.

You may arrive 1.5 hours prior to your event to set up decorations.

Evening events will last 4 hours, however may be extended by management at a rate of \$150 per hour. Amplified music must be turned down by 10:00 p.m. (Douglas County Ordinance)

It is prohibited to bring any food or beverages from the outside to any Catered Function or Event, unless authorized by management.

If you provide your own caterer the site fee is \$3,000 for 100 guests or less and \$4,000 for over 100 guests (instead of \$29 per person site fee). If you bring your own caterer, you are responsible for notifying Round Hill Pines prior to signing the contract. The caterer then needs to contact Round Hill Pines. There is no cooking on site, caterer can only make use of our warming boxes, and at least one staff member from the catering company must stay on premises for the duration of the dinner service and clean up. We provide tables and chairs. You/caterer is responsible for providing servers, all table linens (including buffet and additional tables), napkins, plate ware, glassware, silverware, chafing dishes, serving utensils, decorations. Soft drinks/coffee are not included when bringing in an outside caterer. You can add unlimited soft drinks for \$2 per person, unlimited soft drinks/coffee for \$2.50. You must use Round Hill Pines' bar. You can bring in your own wine/champagne with a corkage fee. No other beverages are to be brought in from the outside.

You must inform us of all plans, outside services, and contractors brought in from the outside 30 days prior to your event.

We reserve the right to make changes to your event/function only in the event that our quality of excellence would be compromised.

Client Signature _____ Date: _____

Round Hill Pines Beach

Event/Function Agreement

Management _____ Date: _____

********NOTE: Onsite visits prior to your event are welcomed, however due to the busy nature of our business, it is recommended to call in advance to schedule a meeting.***

ROUND HILL PINES BEACH & MARINA is operated under a special use permit from the USDA FOREST SERVICE ©2004, Round Hill Pines Beach & Marina · P.O. Box 1961 · Zephyr Cove, NV 89448 · (775) 588-3055 · info@roundhillpines.com