

# Round Hill Pines Beach

## Event/Function Agreement

Bride & Groom Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home or Wk. Phone# \_\_\_\_\_ Cell# \_\_\_\_\_

Name of Function: \_\_\_\_\_

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

Number of Guests: \_\_\_\_\_

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)
- 1<sup>st</sup> Payment of \$4,000 for events held only on Saturday due Dec 15<sup>th</sup>, 2009  
Or  
1<sup>st</sup> Payment of \$2,000 for events held Sunday-Friday due Dec 15<sup>th</sup>, 2009
- 2<sup>nd</sup> Payment of \$4,000 for events held only on Saturday due May 1<sup>st</sup>, 2010  
Or  
2<sup>nd</sup> Payment of \$2,000 for events held Sunday-Friday due May 1<sup>st</sup>, 2010

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

Thirty (30) days prior to your event, it is your responsibility to call our Event Coordinator, Suzan Forvilly 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.

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: \_\_\_\_\_

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.**