



Harbor Golf Club and Resort Inc.

(306) 854 – 2300
www.harborgolfclub.com

Banquet Agreement

Event Name: _____

Event Date: _____

Number of Guests: _____

Wine Choices: _____

Meal Choice: _____

Please select a meal option from our Banquet Menu

Banquet Facility Pricing

Clubhouse Meeting Room:	Accommodates up to 25 people	\$125.00 per day
Tournament Building:	Accommodates up to 160 people	\$350.00 per day

Terms of Agreement

- Should our banquet options not meet your particular needs, catering staff will be happy to assist in creating your desired menu.
- A non – refundable \$500.00 deposit is required at the time of booking to ensure your event date. This deposit will be credited towards your final bill following the completion of your event.
- We ask that final banquet details are confirmed one week prior to your event date.
- An estimate of the number of guests is required at the time of booking. Please confirm your final numbers one week prior to your event date.
- The cost of the event will be based on the final numbers provided. Payment is due on the date of the event.
- Functions cancelled within 30 days of the event date will forfeit the deposit.
- There will be a 10% gratuity charge applied to all banquet costs.
- Due to provincial health regulations, any leftovers must remain as property of Harbor Golf Club and Resort, with the exception of wedding cakes.
- Functions and bar service must end by 1:00am with all guests vacated by 2:00am.
- Additional charges will apply for special requests (eg. Linen, glasses etc.)
- The event coordinator is responsible for any damage to the facility or event site.
- Harbor Golf Club and Resort assumes no responsibility for the loss of personal property.
- Harbor Golf Club and Resort will confirm prices one month prior to the event. Prices are subject to change until this point.
- Children 6 – 12 years of age will receive a 40% discount on banquet meals and are to be included in final attendance numbers. Children 5 years of age and younger will not be charged for banquet meals and are not to be included in final attendance numbers.

Event Coordinator: _____

Contact Phone: _____

Contact Email: _____

Contact Fax: _____

I have read and understand the Terms of Agreement outlined above. I hereby authorize the use of my credit card for the \$500.00 deposit fee. Please note, Harbor Golf Club and Resort will also accept cheques as a form of payment for banquet deposits.

Signature: _____

Date: _____

Event coordinator

Visa: MasterCard: Credit Card Number: _____ Exp: _____