



Divots
Inc.

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BANQUET POLICY

Reservation Received By: _____ Today's Date: _____

Customer Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

Phone Number: _____ E-mail: _____

Rental Date: _____ Day of Week: _____

Number of Guests: _____ Type of Party: _____

Start Time: _____ End Time: _____

Location (circle one): Chalet Patio Restaurant

RENT DUE UPON RECEIPT \$ _____

Please read, sign, and return one copy with rent due.

This reservation will be held for 7 days pending receipt of rent due.

Food & Beverage Policy

All food & beverages must be supplied, prepared and consumed on the premises of Divots. Guests may not bring in any food & beverage with the exception of specialty cakes provided by a licensed bakery for a Wedding, Birthday, Anniversary or other special occasion approved by management.

Liquor Policy

All state laws pertaining to the drinking age will be enforced and ID's are required when asked for. Wedding parties are not excluded from having their ID's checked. Our Food & Beverage staff reserves the right to refuse service to anyone. All beverages must be purchased from Divots, Divots staff will take any beverages brought into the facility. Any special requests for beer, liquor, or wine must be made 7 days prior to event.

Menu Selections & Guarantees

Menu selections are due 10 days in advance. A guaranteed number of guests is due 3 days in advance – a guaranteed number of guests is due 7 days in advance if steak is being served. Once we receive your guarantee, your number cannot be decreased but can be increased. The guarantee number is the number for which you will be charged even if fewer guests attend. You will also be charged for any additional meals served above the guarantee. Prices for food & beverages are not guaranteed until 60 days before your event due to fluctuations in the market. Please be sure to work with a current menu.

Payment, Service Charge & Tax

Final payment is due the day of the event (unless other arrangements have been made with management). North Dakota sales tax will be added to all food & beverage items at 7% and to alcohol at 9%. An 18% service charge will be added and distributed to employees who prepare, serve, and manage your event. A 15% service charge will be added for buffets.

Decorations

You may bring in candles for a centerpiece as long as they are in a container that will catch wax. CONFETTI & GLITTER ARE NOT PERMITTED. NO NAILS OR TACKS MAY BE USED. There will be an additional fee for any damage and extra clean up that may be necessary.

Liability & Damages

Divots shall not assume any responsibility for the loss of any personal items placed in our facility prior to, during or following your event. Furthermore, the event host is liable for any damage to Divots property during your event.

Room Rental

Room rental rates are as follows:

Chalet/Private Building (seats approx. 80-90 people)	Sunday-Thursday \$50.00 Friday-Saturday \$100.00
Clubhouse Dining Room (seats maximum of 144 people)	Sunday-Thursday \$100.00 Friday-Saturday \$250.00

*No date is secure without a signed contract and payment of the Room Rental Fee. Room Rental Fees are non-refundable, due upon booking, and ARE required to secure a date.

* The Chalet is a public park facility. During the winter months of December-March the public is allowed to use the facility even during scheduled events.

Smoking

Our facility is smoke free. Smoking is permitted on our patio.

Minimums

When hosting a private event there is a food and beverage minimum. If the function's total food and beverage purchases do not total the minimum amount or above, you will be billed the amount you are short. Room rental fees apply regardless of meeting the minimum. The minimum amounts are shown below:

Edgewood Chalet:	Sunday-Thursday \$250.00 Friday-Saturday \$500.00
Edgewood Dining Room:	Sunday-Thursday \$1500.00 Friday-Saturday \$2500.00

* Shutdown of the Clubhouse may not be available during peak golf season

Arrival Time

All food will be prepared and ready to serve at the time indicated on your Banquet Form. Customer is responsible for full payment of food served even if it is overcooked due to the late arrival of the dinner party guests.

Other Fees

The Linen Fee (Tablecloths & Dinner Napkins) for all events is \$1.00 per person based on the guarantee number or the number actually served, whichever is greater. The cost for tablecloths only is \$3 per 4 x 8 Table and \$2 per 4 x 4 Table.

Deposit Received (Date, Amount, Check #) _____

Customer Signature _____ Date _____

Divots Employee Signature _____ Date _____