

Terms and Conditions

Event Name: _____

Event Date: _____

Please initial each section below and sign and date the last page.

Menu Selection: _____

The menus you have received are some of our most popular items. Special menus may be arranged upon request. Menu prices are subject to change without notice. Breakfast and Lunch prices do not apply to weekends or holidays. No food or beverage (alcoholic or otherwise) may be brought into the facility by either the member or their guests. Special exceptions will be made for wedding cakes. All prices are subject to 20% Service Charge and 7% Sales Tax. Menu prices will be confirmed no more than 30 days prior to the event.

When selecting a menu choose a common menu for all attending. We will serve a maximum of two (2) entrée selections for plated meals and three (3) entrée selections for buffets. We will be happy to make suggestions or recommend items we feel will be appropriate for your function. Menu selections are due no later than 14 business days prior to your scheduled event. If you do not provide a menu to us we will gladly select a menu for you and you may incur an additional cost.

Room Reservations: _____

All rooms are assigned by the approximate number of people attending the event. Every effort will be made to reserve the room of choice; however, we reserve the right to change room location to best suite the needs of the group or the club. When reserving the Dining Room you must guarantee a minimum of 100 guests. If your guaranteed number drops below 100 a \$100.00 fee will be assessed to your final invoice.

Guarantee: _____

A guaranteed number of guests attending is due five (5) business days prior to your scheduled event. The guaranteed number is not subject to reduction after the five (5) day deadline. If no guaranteed number is given, we will prepare, cook and invoice for your estimated number of people. Buffets are priced and prepared on a single serving basis only. We do not prepare an "all you can eat buffet." We can accommodate your request for additional food by allowing you to purchase extra food by the pan. Purchasing additional food must be arranged when you turn your guaranteed number of guests in. You will be charged based on a head count if there are more guests than what was specified in your reservation.

Payment: _____

Payment in cash is due five (5) business days prior to your scheduled event unless the total amount is secured with a Visa or Master Card. A nonrefundable deposit is required to secure the facility at the time of the booking. For any guest who wishes to have an Open Bar we require a Visa or Master Card prior to the event to secure payment.

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Cancellation: _____

A cancellation fee will apply to any group that does not cancel their event within the proper time allotted. A group of 25 or less can cancel up to 72 business hours prior to the event. Groups of 25 or more can cancel up to a week in advance of their scheduled event. If you cancel after the time allotted then you will be charged \$75.00 or 50% of the total bill, whichever is greater.

Cancellation of an event by the Member, Client, or the Engineers Club due to uncontrollable circumstance will be considered no fault and neither party will be held financially responsible.

Facility Charges and Setup Fees: _____

Normal business hours for the club are 9:00am to 5:00pm Monday through Friday. Facility/Setup fees are based on a 4 hour event, with full food service between the hours indicated. An additional 10% per each hour (or part hour) will be charged for additional time. A \$75.00 Bartender fee will apply for each bartender required for an event. A \$75.00 buffet setup fee will apply to any buffet set for less than 25 people. A setup fee of \$75.00 will apply to any event without full food service if we have to reset your room from its normal setup.

Security: _____

The Engineers Club reserves the right to require security for any event housed in our facility. Any security deemed necessary will be at the sole expense of the patron. The management can provide you with a list of approved security companies for your event. The Engineers Club does not assume responsibility for damage or loss of merchandise/articles left in the Club before or after an event. All College and High School events require security. An additional 25% deposit will be obtained for all sorority, fraternity, and high school events.

Parking: _____

The Engineers Club has an obligation to serve all of its members equally. To adhere to this obligation, only club members may park at the Club between the hours of 11:00am to 2:00pm. Parking lot rental is available upon request. Guests may park at the Club for morning and evening events. Additional parking is available at the Miami Conservancy District parking lot after 5:00 pm.

Entertainment: _____

Provisions for any type of entertainment are the responsibility of the guest, subject to prior approval of the Club Management. Any damage to the Club or Club property by guests or entertainment is your responsibility.

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Loss and Damage of Property: _____

The Engineers Club of Dayton, members of the Board of Governors, Individual Members and Staff can not be held responsible for the loss of property brought in to the facility before or following an event by Members, Clients or Organizations. Property will not be aloud to stay in the facility before or following an event with out arrangements made prior to the event. You may be asked to sign a release form waiving the Club from any responsibility.

During an event, a Member, Client, or Organization is responsible for their guests well being and behavior. Any damage to Engineers Club property directly caused by an event housed in the Engineers Club is the responsibility of the Event Member Sponsor, Client, or Organization.

Alcoholic Beverages: _____

The Engineers Club will not permit consumption of alcohol by minors, and may ask for proof of legal age from any guest. The Engineers Club will not serve alcohol to anyone we consider intoxicated. Alcoholic Beverages will only be served until 1:00am.

Decorations: _____

The affixing of anything to the walls, floors, ceilings or light fixtures of any room is not permitted without written approval from the Club Management. Please consult your event coordinator before decorating. In order to maintain the beauty of the Engineers Club, NO FOG MACHINES ARE PERMITTED AT ANY TIME. Candles may be burned if the flame is enclosed and decorations may be placed on tables and bars.

Equipment/Dance Floor Rental: _____

The Engineers Club, in the case of equipment/dance floor rental, will secure the needed materials from an outside vendor and incorporate the additional rental fees onto the final invoice. The final decision to rent additional equipment, ie; chairs, tables, tents, dance floor lies solely with the group, function, event planner and will be order upon approval.

I have read and understand this agreement.

Member/Client _____

Date _____

Engineers Club of Dayton _____

Date _____