

Banquet Contract

Guarantees and Payment

To confirm a booking and guarantee a room, a signed copy of a *Banquet Event Order* and this *Banquet Contract* must be returned no less than seven (7) business days before the scheduled event. Any changes to the *Banquet Event Order* (menu selection, room arrangement and other equipment needs, and guest count) must be made no less than seven (7) business days prior to the date of the event. A guaranteed number of guests shall be required by noon, three (3) business days prior to the event. Food will be prepared to serve up to 5% above the guarantee. Charges will be based on no less than 100% of your guaranteed number of guests or actual attendance, whichever is higher.

For non-members*, a 50% minimum deposit of total charges must be paid no less than seven (7) business days in advance of an event. For non-members, the balance of any amount owed must be paid on or before the day of the event, unless special billing has been previously arranged and approved.

* Any new membership held less than one year before the date of the event shall be deemed a non-member with regard to the payment requirements noted above; however, a new member shall qualify for the Room Rental Fee waiver noted below regardless of length of membership.

All member or member-sponsored events shall be charged to the member's account, although the host may settle the bill directly. A reciprocal club membership may be used, however, the reciprocal club must send a letter stating that the reciprocal member is in good standing and that the reciprocal club will accept and be responsible for securing the event charges (food/beverage) incurred, if not paid at the time of service.

The Nebraska Club accepts cash, personal checks, and all major credit cards.

Cancellation

Cancellations must be received by The Nebraska Club no less than five (5) business days prior to the event date to be valid for a full refund of any food/beverage deposit made and/or release from this contract.

Room Rental Fee

_____ This is a member or member-sponsored event. Check the room(s) reserved. (Room rental fees do not apply.)

_____ This is a non-member event. Check the room(s) reserved.

Room(s) Reserved:	Date: _____	Time: _____
_____ Entire Banquet Room	\$500 (Capacity: 130 seated, 250 reception style)	
_____ Banquet North	\$200 (Capacity: 100 seated)	
_____ Banquet Southwest	\$150 (Capacity: 30 seated)	
_____ Capitol Room	\$150 (Capacity: 22-24 seated, 35 reception style)	
_____ Main Dining Room	\$500 (Capacity: 54-60 seated)	
_____ Stadium Room	\$100 (Capacity: 12-16 seated)	
_____ Lounge	\$150 (Capacity: 40 seated)	
_____ Entire Club	\$750	
_____ Total Room Rental Fee*	or _____ Fee Waived	
*The room rental fee must be paid to secure the room(s). These fees will not be applied to food and beverage charges. Depending on the room set-up required, additional charges may apply. Room rental fees will not be refunded unless the notice of cancellation of the event is given no less than 30 days prior to the scheduled event date.		

Hours of Operation

Functions may be held between the hours of 7:00 a.m. to midnight. Additional fees may apply to functions starting before or ending after these times. The Nebraska Club is closed on Sundays. A minimum of \$1200 in food sales (excluding tax and service charge) is required to open the Club for service on Sundays.

Taxes/Service Charge

All food/beverage sales will have a 22% service charge and sales or other required taxes added to the final bill. Tax exempt events must submit proper forms fourteen (14) days prior to the event.

Satellite Bar Charges

Satellite bars (one bartender per bar) are available for group events at no charge for minimum liquor sales of \$200 per satellite bar. If minimum sales are not met, the charge is \$75 per satellite bar. Minimums exclude service charge and tax.

Food and Beverage

All items are subject to availability and seasonality. With the exception of decorated cakes, mints and nuts, no food or beverage may be brought onto the Club property. This includes all alcoholic beverages.

Alcohol Prohibitions

Nebraska law prohibits any person under the age of 21 from consuming alcohol and also prohibits the removal of alcoholic beverages from a food/beverage establishment. The person(s) hosting the event shall assume responsibility for informing their guests of and enforcing these requirements.

Linens

The Nebraska Club offers complimentary table linens of white, ivory Damask or sandstone and complimentary napkin colors of white, ivory Damask, black Damask or espresso brown. Other colors may be obtained for an additional fee.

Dance Floor

There will be a \$100 set-up charge for the use of the Club's dance floor. The floor is a portable unit with maximum dimensions of 18' x 18'.

Decorations

All decorations must be approved in advance of the event. Confetti of any kind is not permitted.

Damages

Members/hosts shall be responsible for any damages caused by their guests.

I have read and agree to the above-stated terms as confirmed by my signature below.

Name (please print)

Telephone

Signature

Date

Approved By:

The Nebraska Club

Date

Sponsoring Member (if applicable)

Date