



Dear Prospective Client:

Thank you very much for considering the Val Halla Golf and Recreation Center's Banquet Room for your upcoming party. It will be our pleasure to serve you.

The cost to rent the Banquet Center is just \$500, assuming you use one of our preferred caterers. This fee must be submitted with your rental contract, attached on the last page below, and is non-refundable.

If you would like to have the event catered by someone other than the caterers already approved, or would like to cater the event yourself, arrangements can be made to do so. Please note that if you decide to cater the event yourself, you would not have access to the Val Halla kitchens, due to insurance regulations; in addition, any caterer that you bring in must provide us with a liability insurance affidavit at least one month prior to the event.

Once your date is secured and you have selected your caterer, we will work with you to ensure you have everything you need for a quality event. For your information, I have attached all of the Val Halla Banquet Room policies, as well as a copy of the rental contract below. Once we receive the contract, along with rental payment, we will secure your date and add it to our on-line calendar.

Thank you again and we look forward to serving you!

Sincerely,

*Nancy L. Storey
Executive Director
Maine State Golf Association, Inc.
207-829-3549*

MAINE STATE GOLF ASSOCIATION, INC.

EVENT POLICIES FOR ALL VAL HALLA BANQUET CENTER EVENTS

Banquet Center Use and Capacity

Your rental fee includes the use of the Val Halla Banquet Center for up to four hours for your function, plus an hour for set-up and an hour for take-down. Hourly fee for use of the facility outside of this time will be at \$100.00/hr. and must first be approved by the Maine State Golf Association, Inc. (MSGA). Capacity for the Banquet Room as set with banquet rounds is up to 175 guests.

Food and Beverage

All food and beverages must be provided by one of four pre-approved caterers -- Belle Fete Events and Catering of Brunswick (www.bellefetegroup.com); Blue Elephant Catering of Saco, (<http://blueelephantcatering.com/>); Finest Kind Catering of North Yarmouth (<http://www.fkcater.com/>); or the Sparrow's Nest at the Viking Grill, the on-site food service providers at Val Halla (please email msga@msga.org for Viking Grill menus and pricing).

Any exceptions (i.e. parties wishing to bring their own food "pot luck" style or another caterer) must be first approved by the MSGA, and may be subject to **additional fees of up to \$250**, payable on the day of the event. The Banquet Center kitchen cannot be used by anyone other than approved caterers, due to insurance regulations, unless the caterer provides an insurance certificate at least a month in advance of the booking.

The provision of alcoholic beverages must be made through the facility's licensed in-house provider, the Sparrow's Nest at the Viking Grill. The Viking Grill reserves the right to discontinue service of alcoholic beverages during a function to those who appear to be intoxicated, and to refuse service to anyone who appears under age. Alcoholic beverages may only be served and consumed in specified areas and under no circumstances are patrons allowed to bring their own alcoholic beverages. Clients maintain responsibility for ensuring that these provisions are adhered to, and accept responsibility for ensuring their guests' compliance. A service charge will apply to special orders. Payments made for food and beverages are to be made directly to the service providers.

Decor

All décor items must first be pre-approved by the MSGA. Table linens are the responsibility of either the customer or the caterer, and no paper or plastic tablecloths will be allowed. No objects may be tacked to the walls, and any decorations must be removed at the end of the event. There shall be no open flames, and all candles must be in appropriate containers. **The use of confetti, rice, birdseed, glitter, or similar items is strictly prohibited.** All personal items are to be removed prior to departure.

Damages/Cleaning Fee

Any damage or destruction of facility's property or grounds by anyone associated with the event will result in a replacement fee as determined by the MSGA.

A cleaning fee may apply when the facility requires more than normal custodial care.

Smoking Restrictions

The Maine Golf House Banquet Facility is a non-smoking facility. Smoking is only allowed in designated areas outside the facility. Any clean-up necessary by facility personnel posed by smokers near and around the facility, will be at the expense of Client.

Eviction

The MSGA reserves the right to evict from the premises any individual exhibiting inappropriate and/or disruptive behavior, and will call appropriate law enforcement personnel for any individual or individuals not adhering to Maine law concerning alcoholic beverages.

**MAINE STATE GOLF ASSOCIATION
VAL HALLA BANQUET CENTER
58 Val Halla Road
Cumberland, Maine 04021
(207) 829-3549**

BANQUET CENTER RENTAL CONTRACT

Name/Organization _____ **Date Requested** _____
Contact Person _____ **Day** _____
Street _____ **Time** _____
City _____ **State** _____ **Zip** _____ **Phone** (____) _____

Estimated People _____

The MSGA is proud to share its outstanding Val Halla Banquet Center with you. The contracted use of the Val Halla Banquet Center obligates you to ensure proper conduct of your guests and proper care of the facilities. Any abuse of the MSGA's facilities shall result in loss of future use of the facility and/or charges for damage caused by function.

You are responsible for making all of your own arrangements for food with one of our approved caterers, and the MSGA takes no responsibility for your choices in this matter. Please see following page for additional catering information. If alcoholic beverages are to be served, you must purchase these from the vendor supplied by the Val Halla Viking Grill. In addition, you must leave the room the way you found it. The MSGA is not responsible for any items left or for any personal property. Please see the attached addendum for additional banquet room policies.

BANQUET CENTER RENTAL COST OF \$500 MUST BE INCLUDED IN FULL WITH THIS RETURNED CONTRACT. YOU HAVE SEVEN (7) DAYS FROM TIME OF RECEIPT TO CONFIRM THIS PROPOSAL BEFORE THE DATE WILL BECOME AVAILABLE FOR OTHERS.

ACCEPTANCE

This booking will remain tentative, subject to cancellation by the MSGA, until this contract is signed by the MSGA, and rental payment has been received in full.

MSGA _____ **Date** _____
Nancy Storey, Executive Director

CUSTOMER ACCEPTANCE

I have read the above contract and the MSGA's policies and procedures printed in this contract and agree to the terms and conditions.

Customer Signature _____ **Date** _____
Print Name _____