



## Wedding/Banquet Policies

### Reservations & Deposits:

The banquet rooms may be reserved 18 months in advance for events. A non-refundable deposit of \$750 is required to reserve a date. This amount will be deducted from the final balance. Deposits and final payments should be made by check.

Additional Deposits will be taken 60 days prior and final payment at 10 days prior to the event date.

- Non-Refundable Deposit Confirmation to guarantee event date = \$500 due when contract is signed
- 60 Days Prior to the Event Date = 25% of the estimated contract
- 10 Days Prior to the Event Date = Remaining balance (based on final guaranteed count) is due.

### General Food and Beverage Information:

- **All food and Beverage** must be supplied by Legacy Golf Club with the exception of wedding cakes or similar dessert. Due to health licensing and standards, food is **not** allowed to be taken out of the facility.
- **All prices** are subject to change. Costs can be guaranteed no more than three (3) months prior to the function; provided all details are finalized before new prices are in effect.
- **All food and beverage service is subject to an 18% gratuity charge and 6% sales tax.**
- **Guarantee Policy:** Menu and Beverage arrangements will need to be finalized fifteen (15) days prior to your function. A guaranteed number of guest and seating arrangements must be received no later than ten (10) working days preceding the date of the event. You will be billed for your guaranteed count or the actual number of guests, whichever is greater.
- **Vendor Meals (DJ, Photographer, etc.):** Vendor meals/drinks are available at a reduced rate, unless they have requested to be seated at a guest table in which case they will be charged the full guest fee. Please check with your vendors as to their requirements and make prior arrangements with the Legacy to meet their needs.

### Beverage Service:

- Shots of alcohol and pitchers of beer are not served with package bars.
- All persons must be 21 years of age and with valid identification to be served alcoholic beverages.
- Persons who become visibly intoxicated will not be served.
- All laws under the "Michigan Liquor Control Act" will be upheld and enforced, including – All alcoholic beverages (liquor, beer, wine) must be purchased from Legacy Golf Club.
- The Management of Legacy Golf Club reserves the right to refuse service and or close bars at its own discretion.
- We recommend ceasing alcohol service ½ hour before the music/entertainment ends.

**Table Linen:** Should you desire a special color fabric, not available through the Club's linen service, we will be most happy to try and secure it for you. Thirty (30) days notice is needed, and the rental fee will be added to your bill.

**Additional Service Charges** will be assessed for any expense incurred toward the repairs, or excessive clean-up of club property after a private function.

**Flowers, Decorations, Etc.:** Flowers, decorations, place cards, wedding cakes, DJ, & bands may be brought into the Club. The banquet facilities will be available for florists or decorators at least two hours prior to the scheduled guest arrival time. In most cases earlier entry is available. Decorations are not to be attached to walls or tied to lighting fixtures.

**Wedding Receptions:** Due to potential safety hazards, the throwing of rice, bird seed, etc. is not permitted.

### Additional Information:

- Prior to the event, items will be accepted on a limited basis with advance management approval but Legacy Golf Club cannot guarantee their safekeeping.
- All personal property is to be removed within 48 hours after the event or it will be deemed abandoned

Exit Time not to exceed 1:00 a.m. Legacy Golf Club reserves the right to inspect and control all functions.

\* Package prices are based on 150 – 225 guests, for less than 150 please see our Wedding Packages page.

**I understand and will hereby abide by all of the policies of The Legacy Golf Club listed above:**

**Guest:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Legacy Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_