



Quail Meadows Banquet Facility

2215 Centennial Drive

Washington, IL 61571

(309) 694-3139

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About Quail Meadows Banquet Facility

Quail Meadows Banquet Facility is an ideal space for private meetings, seminars, parties and wedding receptions. The 2,100 square foot room can seat up to 100 people comfortably. The panoramic views of the surrounding landscape make this an ideal choice for your event.

For catered events, Quail Meadows utilizes Cracked Pepper Catering. The options are endless, whether you're looking for appetizers, a buffet or even a plated meal. The event coordinator at Quail Meadows will work with Cracked Pepper to customize your meal exactly as you want it.

Quail Meadows Banquet Facility offers a full service bar, elevated stage and dance floor, as well as many other features to complement your event. Quail Meadows' qualified event coordinator will work with you throughout the planning stages to make sure your event runs smoothly.

Call (309) 694-3139 to book your event today!

Banquet Facility Pricing

The Quail Meadows Banquet Facility is available October 15 - April 15.
Banquet facility hours are from 7:00 a.m. to 11:30 p.m.

Room Rental Rates:

Monday thru Thursday (3 hours)	\$250
Friday thru Sunday (3 hours)	\$350
**Five Hour Weekend Special	\$450

Additional time can be added for \$75/hour any day of the week.

This rental rate includes exclusive room use, table set-up and tear down by QM staff, white linens on tables, table skirting on serving tables, and planning assistance from the event coordinator.

Additional fees will apply to the following:

Bartender service	\$20/hour (minimum 2 hours)
Use of sound system	\$25
Use of high DEF projector and screen	\$50
Polyester color napkins	\$0.60/napkin
Chair covers with sash	\$3.00/chair

To secure a date, a \$100.00 deposit is required. The deposit will be applied toward your final bill and is nonrefundable.

Quail Meadows Banquet Facility Agreement

This is an agreement between the group/responsible person (hereinafter collectively referred to as "User") and the Fon du Lac Park District (hereinafter "District")

- a. **Permission to use Quail Meadows Golf Course Banquet Facility.** The District hereby gives User permission to utilize the banquet room at Quail Meadows during the agreed time period, on the agreed upon date.
- b. **Deposit.** A deposit in the amount of \$100.00 dollars is due upon signing the contract agreement. The full amount of the deposit will be deducted from the final total of the banquet bill. The deposit is non-refundable after receipt in case of future cancellation.
- c. **Confirmation Notice.** The District must receive a guaranteed guest count 7 days prior to the event date. It is the responsibility of the User to call the Event Coordinator with this number. The guaranteed count is what the User will be billed. This number cannot be reduced after the 7 day deadline. Increases can only be made with approval from the Event Coordinator,
- d. **Payment of Fee.** The User must pay the amount due the day of the event.
- e. **Food and Beverages.** No person or group is allowed to bring any food or beverage (including beer and hard liquor) from off the premises. All catered events must use Quail Meadows or Cracked Pepper Catering & Bakery, Inc. The Event Coordinator must approve any exceptions. Due to insurance purposes and health standards, food is not allowed to be taken out of the facility by the User. In the event of a cancellation less than 7 days prior to the event, the User is subject to a minimum 25% food cancellation fee payable to Cracked Pepper.
- f. **Room Rental Rates.** There is a 3 hour minimum for room rental. If the User goes over the agreed-upon time frame, they are subject to the additional hourly fee of \$75/per hour for each additional hour.
- g. **Seating Capacity.** The seating capacity for the Quail Meadows Banquet Room is 100 people. Events needing extra tables or space for equipment may reduce the capacity numbers.
- h. **Decorations.** If the User would like to decorate the room prior to the event, he/she must get permission from the Event Coordinator at least 10 days prior to the event. If there are no conflicts, the User may utilize the space at an agreed-upon time for no extra charge. The District assumes no responsibility for any decorations provided by the guest or outside vendor, or any deposits associated with the decorations. No items can be taped, nailed or tacked to the walls or floors in the Banquet room without the approval of the Event Coordinator. Any and all candles used must be placed on trays and enclosed to prevent damage to the linens.
- i. **Alcohol.** If the User requests a bar, there will be a bartender service fee of \$20/hour with a minimum of 2 hours of service. Quail Meadows reserves the right to decline service of alcohol to anyone for the safety of our guests. The age of service for alcohol is 21 years, without exception. Open bar charges are subject to a 18% gratuity fee. Bar service will be terminated 20 minutes prior to the end of the event.
- j. **Taxes.** All food and beverage charges are subject to a 6.75% sales tax.
- k. **Lost or Damaged Goods.** The District assumes no responsibility for loss or damage of any articles left in the banquet room preceding or following the User's function.
- l. **Joint and Several Liability.** The User acknowledges receipt of a copy of this agreement and specifically agrees that he/she is jointly and severally liable for all obligations set forth herein.
- m. **Miscellaneous.** This document contains all statement and agreements made regarding the use of the banquet facility. This agreement may not be amended or modified except by a written agreement signed by both the User and the District. In the event the District finds it necessary to retain an attorney for enforcement of any of the provisions contained herein, the User shall be responsible for all attorney's fees and court costs incurred by the District, whether said attorney's fees are incurred for the purpose of negotiation, trial, appellate or other legal service.

User:

Quail Meadows Golf Course:

Individually and on behalf of Group.

Date: _____

Date: _____