



2300 East Powerhouse Road  
Spanish Fork, Utah 84660  
Event Center Coordinator – Camille  
(385) 448-6658

## The Oaks Event Center Use Contract / Information

<i>Date of Event</i>	
<i>Type of Event</i>	
<i>Customer Name</i>	
<i>Address</i>	
<i>Email</i>	
<i>Phone Number</i>	

### **Facilities and Amenities**

The Oaks will provide the facility and services described in this contract on the event date noted above for \_\_\_\_\_, for the exclusive use of the customer between \_\_\_\_\_ and \_\_\_\_\_. All other services, facilities and arrangements for services shall be the responsibility of the customer and approved by The Oaks Banquet coordinator.

### **Deposits and Payment Agreements**

The total cost for use of The Oaks banquet center and its amenities described in this contract is \_\_\_\_\_. To reserve services on the date requested The Oaks requires this contract be signed by both parties and an initial

deposit of \$300.00. Payment of the remaining balance of the rental fee is due 30 days in advance of the event. Deposits and payments will be made by credit card only.

<b>Scheduled Payment</b>	<b>Amount</b>	<b>Date Due</b>
<i>Initial Deposit</i>	\$300	With Signed Contract
<i>Remaining Balance</i>		30 Days prior to your event

*Customer Credit Card Information*

*No charges will be made without prior notification.*

<i>Name On Card</i>	
<i>Credit Card #</i>	
<i>CCV #</i>	

- The deposit is non-refundable.
- If event is cancelled within 30 days prior to the event the entire amount will be forfeited.

**Services Provided**

The Oaks Coordinator will be on duty during the entire event. The coordinator will open the Facility and provide information and direction as needed. The coordinator will not be available to serve or decorate and will not be involved in the Event. Tables and chairs are not to be taken outside by the customer or any guest attending the Event.

The Oaks Banquet Center representative oversees the facility and is authorized to enter the room at any time in the performance of their duties. In the use of the facility, individuals and groups shall be subject to the direction of the employee in charge of the facility.

The Oaks Coordinator and staff will perform general cleaning, such as mopping and vacuuming. Customers must remove all items brought in by them, guests or hired vendors.

Parking; There is no cost for parking in the area surrounding The Oaks. There is parking for 50 cars in the overflow parking as well as 30 parking spots in the SF Trail Parking. (see map for parking)

**Other amenities and items included:**

Large Outside Deck, Fireplace, 3,500 feet of reception area, brides room with vanity, 20 round tables, 2 head tables, 4 serving tables, 160 chairs, Sound System & Microphone, 2 HD TV's, Blu Ray Player, Display Tables, Chalkboard Greeting Sign, Prep Kitchen/Serving Area, sink area with ice machine.

**Kitchen Usage**

Kitchen usage is limited to preparation only as there are no resources in the kitchen. This means that food may be assembled and may be warmed or kept warm using your warming ovens, and perishables and beverages may be chilled in the refrigerator and freezer. Refrigerators, freezers, counter tops and floors must be emptied and thoroughly cleaned after use.

## Decorations

Decorations may not be fastened to the walls with thumb tacks, nails, or staples. Masking tape is permitted but must be removed after the event. Candles must be completely enclosed in a glass or non-flammable holder. The use of glitter, metallic confetti, straw, rice, birdseed, or hay is prohibited inside the banquet room. Immediately following the completion of the function, all decorations, trash, or other debris must be thrown away in the appropriate receptacles provided. Anything left behind will be thrown away. When in doubt about decorations deemed acceptable, please consult with The Oaks Coordinator. Failure to do this may result in damages and/or excessive wear and tear. The cost to clean and repair will be deducted from the security deposit.

## Food

All food arrangements must be made through Ashley Shepherd (Sheps Culinary Creations). Outside food may be brought in if \$500 Outside Food Fee is paid to Sheps Culinary Creations. Otherwise no outside food is to be brought in. If outside food is brought in without paying the \$500 Outside Food Fee you will be charged the \$500 outside food fee.

## Photography

Photographs and videos taken during the event are subject to copyright law and owned by the author. The Oaks may use pictures and other copyrighted material from your event for its own use in advertising. By signing this contract, you hereby give permission to The Oaks to use such material. **Photographs are permitted in designated areas only. Please coordinate with event coordinator.**

## Security / Cleaning Deposit and Clean-Up Responsibilities

An additional refundable security / cleaning deposit of \$500 cash or credit card is required 14 days prior to your event and will be refunded within 5-7 days after the event.

Clean-up is the customer's responsibility. The customer is expected to provide sufficient supervision to minimize spillage of food and beverages on the Facility floors during the rental event. Any customer leaving excessive trash in the banquet hall, kitchen, restrooms, lobby, and/or outside of doors is subject to additional charges. All or a portion of the security deposit will be withheld if the Facility is not adequately cleaned and returned to original condition, or if damage occurs. If damage exceeds the \$500 deposited amount the customer will be held responsible to pay for the additional damages. **Customer must finish the clean-up no later than the time the customer has identified as the ending time for his/her event.**

They are responsible for the following cleaning duties:

- All tables must be cleared of all items such as table linens, dishes, decorations, etc.
- All trash must be placed in the receptacles provided. All Trash and Boxes must be broken down and placed in dumpster to the east of the building at the end of parking lot. The Oaks will provide additional trash liners if needed.
- All decorations must be taken down and removed from the Facility by end of rental period. No storage allowed of items overnight. Anything left will be thrown away.
- The customer or catering company is responsible for all kitchen clean-up. The kitchen area must be cleaned and returned to its original level of cleanliness. This includes all work areas, refrigerators, sinks and floors.

- Rental room and patio must be returned to its original condition. Includes tables and chairs, audio/video equipment, storage areas, garbage cans.

The Oaks reserves the right, at any time prior or during your use of the facilities, to cancel your reservation and terminate your agreement in the event of emergency, physical damage to the building, or other occurrences which renders The Oaks unsuitable, unavailable, or unsafe for use. Such occurrences include: fire, flood, earthquake, power failure, repairs required by law, weather damage, other casualty or act of God causing physical damage to the building. If this provision is utilized, The Oaks will refund your rental fee, but shall not be held responsible for any direct, indirect, incidental, or consequential damages resulting from such termination.

**Responsibility and Security**

The Oaks does not accept any responsibility for damage to or loss of any articles or property left at The Oaks prior to, during or after the event. The customer agrees to be responsible for any damage done to The Oaks by the customer, his guests, invitees, employees or other agents under the customer’s control. Further, The Oaks shall not be liable for any loss, damage or injury of any kind or character to any person or property caused by or arising from any act or omission of the customer, or any of his guests, invitees, employees or other agents from any accident or causality occasioned by the failure of the customer to maintain the premises in a safe condition or arising from any other cause. The customer, as a material part of the consideration of this agreement, hereby waives on its behalf all claims and demands against The Oaks or Spanish Fork City for any such loss, damage, or injury of the customer, and hereby agrees to indemnify and hold The Oaks free and harmless from all liability for any such loss, damage or injury to other persons, and from all costs and expenses arising there from, including but not limited to attorney fees.

**Pricing**

**Celebrations and Receptions**

<i>Monday – Thursday 4– 11</i>	\$1,400	Additional Hours \$200 Per Hour
<i>All Day Monday – Thursday</i>	\$1,800	12 Hour Rental
<i>Friday – Sunday (Holidays) 4 – 11</i>	\$1,700	Additional Hours \$250 Per Hour
<i>All Day Friday – Sunday (Holidays)</i>	\$2,100	12 Hour Rental

**Hourly Day Time Rates**

Daytime Hours 7:00am to 3:00pm

<i>Sunday – Thursday</i>	\$200/Per Hour	Minimum of 2 Hours
<i>Friday – Saturday (Holidays)</i>	\$250/Per Hour	

**\*\*\*Please Contact for Hourly Evening Rates and Availability\*\*\***

Table linens are available for rent at: \$12.00 Rounds / \$14.00 Banquet Tables.

- Additional time used in the banquet room will be charged at the hourly rate.** All clean up and exit of the room must be completed by 11:00 pm or by the time your hourly time has expired. Any time spent in the room after 11:00 pm or after your agreed upon time will result in an extra hour charge at the listed hourly rate and will be withheld from your deposit or charged to your credit card.
- All applicants shall be responsible to obtain and pay for additional police security, when deemed necessary by The Oaks Banquet representative.

**The following are prohibited INSIDE or OUTSIDE during the rental of The Oaks Banquet Facility**

- Smoking inside any building facility.
- Decorations which are nailed to the walls or ceilings. Only tape which is approved by The Oaks Banquet Center representative shall be permitted.
- Storage of any **unapproved** private property.
- Use of equipment or other items that could mar or otherwise damage the surface of the floor.
- Charging admission to any facility, except with approval of The Oaks Banquet Center representative.
- Removal of any furnishings or property of The Oaks Golf Course or Banquet Facility.
- **No use of golf carts.** Any use or damage of golf carts will result in forfeit of security deposit. If damage exceeds deposit amount additional charges will be accrued.
- **The golf course is off limits to event center party and guests.**
- **Please inform your group of all event center policies.**

**Contract Agreement**

This contract constitutes the entire agreement between The Oaks Golf Course and the Customer and becomes binding upon signatures of both parties. By signing below the signer agrees to all terms and conditions of this contract:

<b>The Customer</b>		<b>The Oaks</b>	
Name		Name	
Signature		Signature	
Date		Date	

# The Oaks Event Center Alcohol Use Policy

## **The Oaks Event Center: \$400 Alcohol Fee and must agree to the following conditions:**

- It is the Renter's responsibility to procure and pay for all fees associated with the bartending service for the event, and to use BACCUS BAR TENDING SERVICE as the sole bartending service for all events at The Oaks Event Center. This must be arranged through Ashley Shepherd The Oaks Event Center Coordinator.
- No alcohol may be brought on to Event Center grounds that is not dispensed by the contracted insured bartender during event time block, including during setup and open bar time. Self-service of alcohol is NOT allowed.
- A Renter-hosted, no-cash bar may be provided to your guests. No cash bars allowed. No alcohol is allowed to be sold.
- Failure to abide by Event Center Alcohol Policies may result in the Event being immediately terminated by Event Center Staff, forfeiture of deposit, and offender's being asked to leave Event Center grounds.
- BACCUS BAR TENDING SERVICE must dispense **all** alcoholic beverages. **ALL** alcohol (bottled and/or poured), kegs and toasts, must always be under the supervision of a bartender.
- Kegs must be enclosed in leak proof containers.
- Alcohol service must be shut down 30 minutes before the end of event prior to event cleanup time. No exceptions.
- Alcohol may only be consumed in conjunction with a private event and is only allowed in the following areas: Event Center, North Side Patio. Alcohol is not allowed in any public areas not named in the allowed areas.
- Alcohol on-site must be limited to a reasonable amount per person.
- Hard liquor is not allowed. Any alcoholic drinks must be limited to beer, wine, and other low alcohol content beverages.
- Renter understands that it is the Renter's responsibility to assure that the dispensing of all alcoholic beverages follows Utah State Liquor Laws. No alcoholic beverages may be removed from the grounds during the Event.
- The serving to and/or the consumption of alcohol by persons under 21 years of age is not permitted.
- Drunkenness will not be tolerated, violators will be asked to leave the property.
- Guests are responsible for any and all consequences of alcohol consumption made on premises. Spanish Fork City, The Event Center and Staff are exempt from any and all liabilities that may result from the serving of alcoholic beverages.
- It is renter's responsibility that attendees are aware of The Oaks Event Center alcohol policies.
- If the police are called to come handle any problems relating to alcohol use or any unruly problems the \$500 security deposit will be forfeited.

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<b>The Customer</b>	<b>The Oaks</b>
Name	Name
Signature	Signature
Date	Date

Will Not Be Having Alcohol  Signature \_\_\_\_\_