

~ Flagg Creek Golf Course ~

Private Event Contract

1. All food and beverage functions require a security deposit of \$150.00 to secure a date and time. If the customer cancels within 30 days after making the initial deposit, the deposit amount will be refunded less a \$50 processing fee. Should the event be cancelled prior to 15 days of the event date, the customer shall forfeit the deposit. Flagg Creek Golf Course reserves the right to cancel party contract due to unavoidable circumstances. All moneys will be refunded in this instance. Rental space is unavailable on Thanksgiving, Christmas, Christmas Eve & New Year's Eve and Sunday's during the golf season.

In Season (*April 15th thru October 31st, weather permitting*) The room rental fee is \$300.00 per event for up to 3 hours, and *an hourly rate of \$100 per hour* thereafter. There is a \$250.00 minimum bar tab for booked events. The \$150.00 deposit to hold the room will be applied to the party balance. A valid credit card is required to be kept on file.

Off Season (*November 1st thru April 14th weather permitting*) The room rental fee is \$550.00 per event for up to 3 hours, and *an hourly rate of \$100 per hour*, thereafter. A valid credit card is required to keep on file.

Room Only Rentals If a private party is booked during the non-golf/off-season, and the party is for the facility only, with no food or minimum beverage service, the facility charge will be \$125.00 per hour.

NO outside alcohol, food or beverages are allowed.

Any outside alcoholic beverages brought onto the premises will result in forfeit of the \$150 security deposit.

You may bring in a cake for your special event from a certified bakery.

No homemade food is allowed!

Our facility can comfortably accommodate up to 60 - 75 seated guests. We also have a deck area that can be utilized during suitable weather.

2. **Golf Outings** booked with a lunch or dinner afterwards for **up to 50 people** incur a service fee of **\$150**, for groups with **50 people or more** **\$250** service fee for the room and clean up per event for up to 3 hours, and *an hourly rate of \$100 per hour* thereafter.

3. All food and beverage functions are subject to a 25 percent and/or \$50 min gratuity fee. If your group is tax exempt, please provide a copy of the tax exempt letter from the State of Illinois at the time of booking. Liquor, beer, & wine is never considered to be tax exempt. Please present this letter to the caterer as well.

 *initial*

Flagg Creek Private Event Contract (continued)

Catering Your event will require outside catering as Flagg Creek does not offer food service. You are also required to supply all necessary serving/eating utensils such as spoons, knives, forks, napkins, plates etc. Flagg Creek will supply cups/glasses for all beverages. Food Trucks, any hot plates or other electrical plug-in warmers are not allowed.

The customer is encouraged to use a caterer from the Caterer list below. Any outside food must be approved by the General Manager. **No homemade food is allowed!** Customers are responsible for ordering and paying the chosen caterer directly. Please provide this information to Event Planner at Flagg Creek at least 7 days prior to event in order to facilitate delivery and set up time.

Suggested Caterers:

Capri Ristorante	630-455-4003	Ledo's Pizzeria	708-354-4500
Barone's	708-354-5555	Mangia Mangia	708-352-3631
Cafe Salsa	708-352-5100	Kenny's Irish Pub	708-354-0991
Country House	708-389-4618	Rosati's Pizza	708-968-6800
Brookhaven	630-908-3180	Tony's Finer Foods	708-286-6041

Caterer should be instructed to include the necessary utensils that are required to facilitate the set up and serving of food. This should include, but not be limited to, serving utensils, chafing trays, and sterno fuel.

It is your responsibility to box and/or remove and leftover food. Please have your caterer provide carry out items or you will be subject to an additional \$100.00 clean up fee.

 initial

4. Flagg Creek Golf Course does not allow: confetti, open flame candles or tape on the walls. You are welcome to bring in your own decorations and table coverings.

5. Flagg Creek Golf Course reserves the right to impose a service charge on any group for extraordinary labor and set-up time, storage of materials, damages, excessive clean up, decorating, etc., outside normal parameters for your type of function. Additional charges and adjustments are due upon presentation of final bill. *initial*

6. Prices are subject to change at any time.

Flagg Creek Private Event Contract (continued)

7. This contract contains the entire understanding between parties, supersedes all oral commitments, and any change will have no effect unless amended in writing. ***When planning your party keep in mind we are a seasonal business and have golf traffic in and out of the clubhouse. The high season is May through October. Golf traffic is typically minimal during the off season but there is no guarantee the clubhouse would be exclusive to your event.*** *initial*

8. By signing below you understand and are in agreement with the terms as specified above. The party accepting this contract acknowledges that they are at least eighteen (18) years of age.

Name: _____ (print)

Email: _____

Address: _____

City, St, Zip: _____

Phone #: _____

Date of event: _____ Start time: _____ End time: _____

Event type: _____ Number of Guests: _____

Chosen Caterer: _____

Signature

Date

Approval: _____

Patrick Jeter - General Manager
Michele Sullivan - Assistant Manager

(Revised 11/01/2025)