

# ·SPIRIT· HOLLOW

## The LODGE at Spirit Hollow Burlington, Iowa Special Events Policies & Procedures

The LODGE at Spirit Hollow is surrounded by the award winning Spirit Hollow Golf Course. Spirit Hollow is ranked #1 in the State by Golfweek. Its beauty and elegance are something to behold. The LODGE and CABINS and the G.G. Conn Pavilion, along with LAMBO'S, The Claret Jug, and the new Shakopotamus Golf Academy gives us the flexibility to meet any of your needs to make your day a memorable and wonderful one.

With these options at your disposal, we are able to handle groups from 20 to 144. Our Pavilion has an event capacity of 120 people and 144 people for golf events. This packet contains information regarding menus, terms and conditions, pricing and a reservation agreement. Whether it is a wedding, company meeting, graduation, retreat or a golf outing, think of Spirit Hollow.

We also have special weekday and daytime only meeting rates for those that just need a place to meet with limited food and service requirements. Please inquire about special daytime rates.

It is never too early to begin planning your function. After you have reviewed these materials, please give us a call and we would be glad to meet with you to answer any questions and help you plan your event. Our experienced staff has hosted business meetings, holiday parties, golf outings and over 160 weddings in our 25+ years of managing facilities.

In order to secure your date, you will need to sign the Reservation Agreement and submit a **non-refundable \$500 deposit** (only applies if you cancel your event two weeks prior to event date.) The deposit will be credited to your ending balance as long as there is no damage to the facility while in use. We will need a little information from you: the name of your function, date and time of said function, number of guests expected, type of event you are planning and the name, email address and phone number of the person in charge.

With a minimum food and beverage purchase of \$500, room rental is \$300 for parties of 1-75 people and \$450 for parties of 76+ people, plus your food and beverage choices. Room rental without food and beverage purchase is \$500 for parties of 1-75 and \$650 for parties of 76 or more. SGA room rental rates will be by the hour and will require the purchase of food and beverage for your event. Toptracer Bays and the family dining area starts at 3 hours for \$1000, escalating at \$300 for each additional hour. The entire SGA including Lambo's and the Patio start at 4 hours for \$2000, escalating at \$500 for each additional hour. (Please inquire about daytime room rental rates) Half of your estimate will be due 30 days prior to the event with the remaining balance due the day of your event unless otherwise noted with the Event Coordinator.

We thank you for your interest in Spirit Hollow. Please come out and see our fine facility. It truly is a first class facility and must be seen to be appreciated. We are here to serve you and make your special day the best it can be.

Thanks,  
Scott Glendening, Executive Chef  
scott@spirithollow.com

**The LODGE at Spirit Hollow  
Reservation Agreement  
Burlington, Iowa**

This agreement between \_\_\_\_\_ (hereinafter "Client") and Double Eagle Golf, Inc d/b/a Spirit Hollow Golf (hereinafter "SHG") provides for the reservation of space and/or food and/or beverages and/or golf for the following event. Mailing address: Spirit Hollow, attn: Sarah Oldfield, 5592 Clubhouse Drive, Burlington, IA 52601 Phone: 319.752.0004

**TERMS AND CONDITIONS:**

**RESERVATION/DEPOSIT:** When you request a date you will be sent this Agreement. If you desire to secure the date, you must complete the Agreement and mail it back to us with a \$500 **non-refundable deposit**. (only applies if you cancel your event two weeks prior to event date.) At that time, we will confirm your room and date. The facility is available on a first come first serve basis to those clients satisfying this requirement.

**PRICE ADJUSTMENT:** Fees for food and beverages may be subject to change at the sole discretion of SHG for those Reservation Agreements executed more than six months in advance of the event. Prices are, however, guaranteed 60 days prior to your function. Facility costs are guaranteed upon signed agreement and deposit.

**PAYMENT TERMS:** Payment in full is due within (15) fifteen days of your event unless arrangements have been made with the Event Coordinator. If payment for your event is not within the (15) fifteen days of your event, your event will be charged an additional 20% late payment fee. Any deviation must be arranged with SHG's Event Coordinator.

Client initials \_\_\_\_\_ SHG  
initials \_\_\_\_\_ Date \_\_\_\_\_

**CANCELLATION:** Should the Client cancel this agreement less than (30) thirty days prior to the event, any and all deposits and rents paid will be forfeited and kept by SHG as damages. The Client shall immediately pay any reimbursable expenses incurred by SHG in connection with the event. Cancellation shall be an event of default.

**FOOD & BEVERAGE:** All food shall be supplied as defined in the Reservation Agreement. All beverages shall be supplied and served by the SHG staff or contracted services. SHG recommends that neither the Client nor his or her guests remove any food or beverage from the event. However, if this does occur, Client and his or her guests indemnify and hold harmless from any liability SHG, its agents and/or assignees. There is no outside food or beverages allowed. All beverages, including specific wine, beer, refreshments can be ordered through SHG. In the case of bakery items, all outside desserts must be ordered through a licensed baker. Items such as wedding cakes, need to have specific, detailed lists of items to be retained for the baker. SHG not be responsible for return of those supplies without written instruction. All food, beverages, rental and miscellaneous catering arrangements will be subject to applicable taxes and an 18% service charge.

**GUEST GUARANTEE:** To insure the complete satisfaction of your guests, the catering department requires that all final menus and arrangements be received by the Chef or assignee fourteen (14) days prior to the function. A guaranteed number shall be received by Chef or assignee seven (7) days prior to the function. If the guaranteed number is not received, the expected number from the contract will be used for billing. Groups of less than 20 may be accommodated with restricted menu selections.

**EVENT SET UP:** Unless previous arrangements with the Event Coordinator have been made, the facility will be prepared and ready two hours prior to the event. SHG will have tables, chairs and linen set up prior to this time.

**THEFT & DAMAGES:** Client agrees to be responsible for any damages or theft to the premises, its furniture, fixtures, equipment and table accessories by any Client, its guests or other third parties employed by Client. SHG is not responsible for any personal property, which Client or his or her guests bring onto the premises for the event.

**ASSIGNMENT AND SUBLETTING:** Client shall not assign or sublet this Agreement or any part thereof without SHG's written permission. Such permission may be withheld by SHG for any reason in its sole discretion.

**PROOF OF INSURANCE:** Client will furnish general liability coverage for bodily injury and property damage with minimum limits of \$1,000,000. Double Eagle Golf, Inc., its successors and assignees shall be named as an additional insured for this event. A Certificate of Insurance will be furnished to SHG upon request.

**MINIMUM AGE:** Client shall be at least twenty-one (21) years of age and shall be present during the reserved event.

**DECORATIONS:** You are encouraged to look at our facilities prior to planning your decorations. Due to the beauty and newness of our facilities, it will need very little decorating. No screws or nails are to be used on anything in the facility. Use of candles are permitted, provided they are in an enclosed container (no open flame).

**Use of glitter, confetti or related material is not allowed.** Any questions regarding decoration shall be directed to SHG's Event Coordinator for review.

**OTHER:** The facilities are smoke free. Appropriate attire; including shirts and shoes, must be worn in this facility. Management shall be the judge as to what is considered appropriate. Hired entertainment must abide by the House Rules. Any group requiring special set up or other services may incur additional charges.

**CHECK OUT TIME: Check out time shall be 12:00 midnight for all events.**

**The LODGE at Spirit Hollow  
Reservation Agreement**

**Burlington, Iowa**

This agreement and attached "Terms and Conditions" (TC) between \_\_\_\_\_ (hereinafter "Client) and Double Eagle Golf, Inc. d/b/a Spirit Hollow Golf (hereinafter "SHG") provides for the reservation of space and/or food and/or beverages and/or golf for the following event. Mailing address: Spirit Hollow, attn: Scott 5592 Clubhouse Drive, Burlington, IA 52601 Phone: 319.752.0004

Reservation: G.G. Conn Pavilion \_\_\_\_\_ The Claret Jug \_\_\_\_\_ LAMBO'S \_\_\_\_\_ Golf Course \_\_\_\_\_ SGA \_\_\_\_\_

Party/Function: \_\_\_\_\_ Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

Phone Numbers (W) \_\_\_\_\_ (H) \_\_\_\_\_ (C) \_\_\_\_\_

Arrival Time \_\_\_\_\_ Social \_\_\_\_\_ Dinner \_\_\_\_\_

Dance \_\_\_\_\_ DJ Name/Phone \_\_\_\_\_ Departure Time \_\_\_\_\_

Expected Number of Guests \_\_\_\_\_ Type of Function \_\_\_\_\_

Deposit Received: Amount \_\_\_\_\_ Date Received \_\_\_\_\_ Check \_\_\_\_\_ Card \_\_\_\_\_

**Shankapotamus Golf Academy**

Family Dining Area \_\_\_\_\_ Lambos \_\_\_\_\_ Whole SGA \_\_\_\_\_

# of Bays Needed \_\_\_\_\_ Time Requested \_\_\_\_\_ Bays Reserved \_\_\_\_\_

**Bar**

Bartender \_\_\_\_\_ Type of Bar (Host, Cash, Ticket) \_\_\_\_\_

Number of Kegs \_\_\_\_\_ Type of Kegs \_\_\_\_\_ Paying \_\_\_\_\_

Soda \_\_\_\_\_ Punch \_\_\_\_\_ Champagne \_\_\_\_\_

Linens \_\_\_\_\_ Napkins \_\_\_\_\_ China/Stemware \_\_\_\_\_

Toast Before or After Eating \_\_\_\_\_ We/You Open Bottles \_\_\_\_\_

**Tables**

Head Table: Number \_\_\_\_\_ Type/Location \_\_\_\_\_

Gift Table: Type/Location \_\_\_\_\_ Punch Table: Type/Location \_\_\_\_\_

Cake Table: Type/Location \_\_\_\_\_ Party Favor Table: Type/Location \_\_\_\_\_

Registration: Type/Location \_\_\_\_\_ Photo Booth: Type/Location \_\_\_\_\_

**Service Items**

Microphone\_\_\_\_\_ Podium\_\_\_\_\_ Screen\_\_\_\_\_ TV/VCR\_\_\_\_\_ CD/Sound System\_\_\_\_\_

**Menu**

**Buffet Sit Down**

**Meat Choices Side Choice Salad Choice Price\_\_\_\_\_**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Hors d'oeuvres**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Other items:**

I have read the terms and conditions, and I agree to the contract as stated above. I have general liability coverage for body injury and property damage with a minimum limit of \$1,000,000. SHG agrees to reserve the above date for the Client's event upon execution and return of this agreement including appropriate payments.

**Client**

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Date\_\_\_\_\_

**Spirit Hollow Golf**

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Date\_\_\_\_\_