

# Play



# Dine



# Stay



## Event Policies and Procedures

### Rules of Conduct

- This rental agreement secures only the use of chosen facilities. This does not include the pro shop, putting greens, driving range, restaurant or lounge charges.
- All children must be accompanied by an adult when inside and outside the facilities. Children must be supervised around the clubhouse swimming pool. Children are not allowed to play on or around golf carts. Eagle Pointe is not responsible for any injuries to wedding guests who do not follow these guidelines.
- Renter assumes responsibility for **any and all theft and/or damages** caused by the renter or renter's guests, independent contractors, or employees. This includes any and all facilities on Eagle Pointe's premises.
- Eagle Pointe reserves the right to exclude or reject any and all persons from any function or the premises without liability.
- Renter will be held responsible for any and all damages to golf carts. Guests are typically allowed to use up to four (4) golf carts for certain transportation and photographic needs only if they are not needed by the golf course. There is no guarantee that golf carts will be available.
  - Eagle Pointe reserves the right to take away golf carts from any guest who does not respect our property.
  - If all golf carts and keys are not returned to the Eagle Pointe staff once your needs are met, the renter is held responsible for additional cart fees equal to the daily cart fee.
  - If golf carts are stolen by wedding guests, the wedding party will be charged an additional cart fee.
  - Eagle Pointe is not responsible for property damages caused by wedding guests who operate our golf carts.
- Eagle Pointe has the right to shut down the function due to unruly guest behavior, and no refund is given in this situation.
- The clubhouse swimming pool is included with the rental of the Terrace. A \$50 fee will be assessed in the event that wedding guests need towels. There is no lifeguard on duty, and Eagle Pointe is not responsible for any injuries due to guest behavior.

### Catering Services

- Eagle Pointe's professional catering staff is available to assist with your private dining and entertainment plans. We urge you to take full advantage of our imagination and expertise.
- The Indiana State Liquor Commission regulates the sales and serving of alcoholic beverages; Eagle Pointe is responsible for all of these regulations.
- Eagle Pointe does not allow food or beverages to be brought in from outside sources unless a separate agreement is made in writing. The exception to this policy is having a special occasion cake.
- In order to assure the availability of all chosen items, your menu selection should be submitted 2 weeks prior to your event.
- Any menu changes made less than 14 days prior to your event are not guaranteed. An additional fee of \$20 per day will apply.
- All food and beverage prices are subject to change without notice to the client.
- A final guarantee of attendance must be submitted 7 days prior to your event.
- Guarantees not called in will be based on estimated attendance or actual attendance, whichever is greater.

### Alcohol

- No alcohol is to be brought into the Eagle Pointe clubhouse or into the Eagle Pointe banquet facilities at any given time unless prior arrangements have been approved by Eagle Pointe management. Any violation of this policy will result in additional charges equal to the lost revenue. One warning will be given to the wedding guests. If the wedding guests continue to disobey the Indiana state law, then Eagle Pointe reserves the right to remove the guests from the premises, and Eagle Pointe will charge \$50 for each individual occurrence.
- All vending rights are reserved by Eagle Pointe. If guests are caught with alcohol that came from their own cars, Eagle Pointe reserves the right to escort those guests out of the function and not allow them back onto its premises.
- Due to Indiana state law, guests under the age of 21 are not allowed to consume alcohol. If Eagle Pointe finds out about a wedding guest illegally providing alcohol to a minor, Eagle Pointe reserves the right to remove all involved parties from the premises. Client will also be charged a \$50 fine per incident.
- All alcohol must be dispensed by licensed Eagle Pointe servers.

### Decorations

- We can assist you in selecting your flower arrangements, linens, and music.
- Eagle Pointe will set up and provide tables and chairs for guests, along with white linens and napkins. Other napkin and tablecloth color choices are available at an additional charge.
- Special arrangements for your function, such as ice sculptures, will be provided at a prearranged fee.
- Pre-approved signs are permitted in the registration and private room areas.
- All decorations/items that are not provided by Eagle Pointe must be taken from the facilities the night of the function. Anything left behind will be disposed of by Eagle Pointe. A \$20 per hour charge will be assessed to the client's bill if excessive trash removal is needed.
- Eagle Pointe is not responsible for any damage to items left behind after the function.
- Eagle Pointe is not responsible for any items lost by wedding guests.
- Eagle Pointe does not allow tacking or nailing anything to the wooden structures or walls.
- Confetti, rice, birdseed, etc. are not allowed in any area under any circumstances. If these items are found inside or outside the building, an additional \$200 fee will be charged.
- Guests are not guaranteed to be able to have access to rented facility prior to the day of the event.

### Audio/Visual Request

- If you are searching for a qualified, experienced DJ for your event, just ask. We will recommend those who have provided the most enjoyment for our guests. You are welcome to rent a microphone and speaker from us for \$75 plus tax. A screen is available at no cost.
- If music (band, DJ, etc.) is provided for the function, the music must stop at midnight of the date of the function, unless another agreement is made in writing.

### Payment Procedures and Room Deposit

- The total amount due for the function is to be paid in full at least 7 days prior to the event. As long as the client has received the final invoice, if the total amount due is not paid in full at least 7 days prior to the event, a \$50 fee per day will be assessed to the final bill. Eagle Pointe has the right to cancel the function if payment has not been received prior to the morning of the function.
- A non-refundable deposit (determined by the facility, the date, etc.) is required to secure the chosen facilities. A final head count will be due 7 days prior to your event. All estimated food & beverage charges will be due 7 days prior to your event.
- All charges are subject to 7% sales tax, while food and beverage charges are subject to 20% gratuity. Condominium charges are subject to the 7% sales tax as well as a 5% innkeeper's tax (12% total).
- Any groups claiming tax exemption are required to submit a copy of their Indiana Sales Tax Exemption Certificate and/or tax ID number to Eagle Pointe at the same time the signed contract is submitted.
- In the case of wine corking fees, payment is required at the conclusion of the event.
- A credit card is required to be on file prior to the event.

## Wedding Rates

### Banquet Facility Rental Fees:

**Eagle's Nest:** \$2,200 rental fee plus tax including a \$1,100 **non-refundable deposit to secure the facility for the date of your event.**

**Terrace:** \$2,200 rental fee plus tax including a \$1,100 **non-refundable deposit to secure the facility for the date of your event.**

Price Includes: tables (5' rounds in the Eagle's Nest, 4' rounds on the Terrace), chairs, white linen tablecloths, white linen napkins, plates, silverware, buffet set-up, overall set-up, clean-up, service staff, and bartender fees.

Price Excludes: non-white linens, décor, floral arrangements, wedding planning services, food, beverages, cake cutting and other wedding service charges.

### Wedding Ceremony Set-up Fee:

\$750 set-up fee for the 10<sup>th</sup> tee on the golf course (*\$375 non-refundable deposit*)

\$500 set-up fee for the 1<sup>st</sup> tee on the golf course (*\$250 non-refundable deposit*)

Price Includes: rental fee, set-up, and breakdown of up to 200 chairs. Refunds are not given in the event of inclement weather.

### Bar:

- **CASH BAR:** Your guests purchase their own drinks throughout the event. Many couples decide to purchase a certain quantity of beverages and leave the rest up to the guests. Eagle Pointe's house wines (Douglass Hill) cost **\$14 per bottle**. If you wish to bring your own wine, there will be a **\$10 corking fee per bottle**. **Domestic kegs are \$200**. Please ask for available microbrews and imports.
- **HOSTED BAR:** Your guests do not purchase any drinks at all. Eagle Pointe charges a specific amount per person per hour, as stated below.

*\$250 non-refundable deposit serves as a set-up fee for **OFF-SITE** functions.*

Hours	Well Liquors House Wines Domestic Beers	Call Liquors Premium Wines Microbrew/Import Beers	Premium Cocktails, Wines, Beers, Shots, Etc.
1	\$ 7.00	\$ 9.00	\$ 10.00
2	\$ 13.00	\$ 16.00	\$ 19.00
3	\$ 17.00	\$ 22.00	\$ 26.00
4	\$ 20.00	\$ 26.00	\$ 30.00
5	\$ 22.00	\$ 29.00	\$ 33.00

*\*\*The total number of guests is to be determined 1 week prior to the event.\*\**

**Additional Fees/Rates:**

There is a \$50.00 cake cutting fee if Eagle Pointe staff members are needed.

By state law, Indiana sales tax will be added to food and rental fees.

Eagle Pointe will add the 20% gratuity to all food and beverage charges.

Wedding guests will receive a \$5 discount off of our regular golf rates.

**Condominium Rental Rates (Per Night):**

**Wooded View**

One Bedroom -	\$149.00
Two Bedrooms -	\$250.00
Three Bedrooms -	\$320.00
Four Bedrooms -	\$415.00
Six Bedrooms -	\$795.00

**Lake View**

One Bedroom -	\$169.00
One Bedroom with Loft -	\$209.00
Two Bedrooms -	\$270.00
Three Bedrooms -	\$345.00
Five Bedrooms -	\$455.00

*\*\*All rates are subject to 12% tax\*\**

*\*\*All wedding guests will receive a 10% discount on their lodging\*\**

*If you have any further questions, please feel free to contact*

*Jacob King at (812) 824-4040 ext 143, (317) 339-2607, or [jacobking@eaglepointe.com](mailto:jacobking@eaglepointe.com)*

# Wedding Contract

Name:  
*Bride:* \_\_\_\_\_  
*Groom:* \_\_\_\_\_

Phone:  
*Bride:* (\_\_\_\_) \_\_\_\_\_  
*Groom:* (\_\_\_\_) \_\_\_\_\_

Email:  
*Bride:* \_\_\_\_\_

*Groom:* \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Function Description: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Facility: Eagle's Nest\_\_\_\_ (*Deposit \$1,100.00*)    Terrace\_\_\_\_ (*Deposit \$1,100.00*)  
10<sup>th</sup> Tee\_\_\_\_ (*Deposit \$375.00*)    1<sup>st</sup> Tee\_\_\_\_ (*Deposit \$250.00*)  
Upper Talons\_\_\_\_ (*Deposit \$100.00*)

\_\_\_\_\_  
Printed name of person  
responsible for payment

\_\_\_\_\_  
Signature of person  
responsible for payment

Phone: (\_\_\_\_) \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Jacob Maxwell King*  
Sales Director

Date: \_\_\_\_\_