

# VITENSE GOLFLAND

Special Events | Meetings | Groups | Corporate Outings



## EVENT POLICIES CONTRACT

### facility & event spaces

#### HOURS

Standard facility hours are between 8am-9pm weekdays & 8am-10pm on weekends. Summer hours are 7:30am-10pm weekdays & 7:30am-11:30pm on weekends. Events held at Vitense Golfland do not have a restricted start time. Event ending times should be arranged with an event manager prior to your event in the case other fees, operating procedures or restrictions apply. Once event times are confirmed, event guests must exit the facility at the agreed time or the client will be subject to extended charges. Vitense Golfland is closed Thanksgiving and Christmas Days.

#### FOOD AND BEVERAGE POLICY

Outside food and beverage is not allowed to be brought in for any event. Vitense Golfland reserves the right to amend this policy on a case-by-case basis.

#### DECORATIONS

Vitense Golfland reserves the right to restrict the use of any decoration. No decorations may be displayed on painted surfaces. Decorations may not be taped, stapled, nailed, affixed or drilled to facility walls or surfaces.

All open flame objects or mechanical machinery used for or during your event must obey local fire codes and be approved prior to your event.

Special event decoration and equipment must gain prior approval by the event management.

#### EVENT SPACE AVAILABILITY SCHEDULE

**Community Rooms:** Open for Year-Round Rental

**Patios:** Rented Seasonally (*weather permitting*)

**Dining Room:** Monday - Sunday: Available for Rent October 1st—April 1st

Friday - Sunday: Unavailable for Rent Beginning April 1st

Monday - Thursday: Available for Rent Until June 1st

**Gazebo:** Rented Seasonally (*weather permitting*)

**Upper Deck:** Rented Seasonally (*weather permitting*)

**Indoor Miniature Golf Course:** See an Event Manager for Availability

**Facility:** See an Event Manager for Availability

**Interior Facility:** See an Event Manager for Availability

**Full Facility:** See an Event Manager for Availability

#### PERSONAL BELONGINGS

Vitense Golfland is not responsible for lost or stolen items. It is the duty of the client and/ or event guests to store belongings or event materials.

### VITENSE GOLFLAND

5501 Schroeder Road  
Madison, WI 53711

Phone: 608-271-1411

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E-mail: [kkeyzers@vitense.com](mailto:kkeyzers@vitense.com)



## EVENT POLICIES CONTRACT

### event services

#### FOOD, BEVERAGE AND ACTIVITY REVENUE MINIMUMS

Revenue in the amount of \$200.00 in food, beverage or activities (in any combination), will result in waiving all room charges for the both Community Room #1 and Community Room #2 or for the dining room (based on your event location) and allow use of the space for (3) hours.

Revenue in the amount of \$300.00 in food, beverage or activities (in any combination), will result in waiving all room charges for the both Community Room #1 and Community Room #2, as well as for Patio #1 and Patio #2 or for the dining room (based on your event location) and allow use of the space for (4) hours.

#### CATERING SERVICES

Vitense Golf and Country Club offers a comprehensive catering menu able to service the needs of a small breakfast meeting, casual group lunch outings, after hour business networking events with semi formal appetizer service or formal buffet style special events. Let our event manager assist you with preparing the menu that best suits your group or special event needs.

Final food count guarantees must be given to your event manager (7) days prior to your event date and this count will be the minimum charge for your food services. Within (7) days, you may increase your guest count, but not decrease. Changes within this timeframe may incur charges or be subject to availability.

Unused catered food is not allowed to leave Vitense Golf and Country Club due to health code restrictions that govern this facility.

Vitense Golf and Country Club requires the use of in-house catering staff for your event. Servers are staffed at a rate of (1) server per (50) people. This service ratio may be subject to change based on the specific service requirements of a given event.

#### BEVERAGE SERVICES

Vitense Golf and Country Club is fully insured and licensed by the state of Wisconsin to serve beer, wine and wine based spirits for your event. Vitense Golf and Country Club is required by law to obey all laws and regulations pertaining to the service and distribution of alcohol. Vitense staff and management reserve the right to refuse service at any time or to any person.

Vitense Golf and Country Club requires the use of in-house bar staff for your event. Bar servers are staffed at a rate of (1) server per (50) people in addition to bar-backs based on assessed needs. This service ratio may be subject to change based on the specific service requirements of a given event.

All bars will close (30) minutes prior to the event time of the event.

#### ACTIVITIES

Vitense Golf and Country Club provides ample activities to offer guests of your event. Vitense Golf and Country Club is not responsible for chaperoning or supervising your group. We suggest chaperones assigned at a rate (1) adult per (12) youth. It is the duty of the client and/ or event guests to be aware of safety guidelines or precautions, activity instructions and potential risks. All activities are used at your own risk.

### reservations and billing

#### RESERVATIONS/ DEPOSIT

All groups, birthdays and special events held at Vitense Golf and Country Club require a credit card for reserving. Special events require a monetary deposit based on the revenue minimum category their event falls under, as well as a signed event policies contract. A \$100.00 deposit is required for group bookings with catering. Birthday events require a 50% deposit based on the package they are booking. Groups require only a credit card to lock in a preferred rate.

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# EVENT POLICIES CONTRACT

## reservations and billing *(continued)*

### CANCELLATION AND RAIN DATES

Cancellation policies and timeframes vary based on the type of the event booked.

**Group Bookings with Catering:** Cancellation may occur (14) days or more in advance without penalty and a full refund of the deposit. Group bookings cancelled within (14) days will lose their \$100.00 deposit.

**Special Events:** Cancellation may occur (30) days or more in advance without penalty and a full refund of the deposit. Special Events cancelled within (30) days will lose their deposit, as well as suffer any cancellation charges incurred as a result of the use of outside vendors. In addition, Special Events cancelled (7) days or less will be responsible for paying 50% of the estimated balance due stated on the event order contract.

**Rain Dates:** Events booked within the Party Gazebo are entitled to a rain date. Rain dates must be scheduled at the time the event is cancelled or the deposit will not be refunded. All rescheduled events are subject to availability. We are unable to hold any date in the case of rain without a deposit. In the event rain cancels and event and a client refuses the right to rebook, the event deposit will be retained.

### PAYMENT AND BILLING

All payment arrangements for a group or special event must be made in advance. Vitense Golf and is able to bill your event with prior approval. Payments must be made in the manner agreed upon with the event manager. Payment is due upon completion of any event unless other payment arrangements were made. Failure to pay beyond (30) days will result in the charging of the credit card taken at the time of booking.

### TAX EXEMPT CLIENTS

Any client or organization seeking non-for-profit rates must qualify as a tax exempt organization under Section 501 (c) (3) or other tax exempt sections of the Internal Revenue Code and must submit a copy of current letter of exemption/ tax exempt certificate to the Vitense Golf and event manager. If this certificate is not provided, we will be obligated to collect state tax & charge standard rates.

### LABOR AND SERVICE CHARGES

All labor rates are based on a per hour of service and may be subject to a labor minimum.

- Servers or Attendants (3 hour minimum) \$15.00/hr
- Bartenders (3 hour minimum) \$15.00/ hr
- Special service employee labor charges are quoted on an individual basis
- 5.5% Food and beverage tax is added to all bills
- 18% Service charge will be added to all bills—excludes labor or group rates, but is applied to food, beverage and equipment charges
- All rental items are priced individually
- Special pricing will be applied to any equipment, props or decorations that require special ordering

Please sign below to acknowledge you have read and understand and are in willing compliance of the above information and will follow all procedures of Vitense Golf and, the City of Madison and the state of Wisconsin.

\_\_\_\_\_

Event Client Signature/ Name on Reservation Date

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Event Name

Event Date

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