

Vitense Golfland – Event Terms & Conditions

Booking an event with us means you agree to the following terms. These are designed to ensure a smooth, safe, and enjoyable experience for you and your guests.

1. General Event Guidelines

- **Responsibility:** The event host is responsible for the conduct and safety of all attendees. Vitense Golfland is not liable for accidents, injuries, lost or stolen items during the event.
 - **Outside Desserts:** Commercially made cakes or desserts are allowed **only for birthday party packages** with a **\$10 service fee**. All other events require prior approval.
 - **Dietary Restrictions:** Please inform us of any dietary needs at least 10 days before your event so we can try to accommodate them.
 - **Guest Count:** Final headcount is due **10 days prior to your event**.
 - **Decorations:** Outside decorations must be pre-approved. **No glitter, confetti, wall adhesives, or graffiti-style items** are allowed.
 - **Equipment:** Standard event equipment is included. Let us know in advance if you need anything additional.
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2. Deposits & Payments

- **Deposits:**
 - **Birthday Parties:** 50% of the package total is required.
 - **Company/Group Events:** 50% of food & beverage total **plus** 100% of any suite rental fees is required.
 - Your event is not confirmed until the deposit is received.
- **Final Payment:** Due at the end of your event unless an invoice or payment plan was arranged ahead of time.
- **Additional Charges:**

- Events with **over 20 guests** may incur additional staffing fees.
 - A **5.5% sales tax** and **5% service charge** apply to all events.
 - **20% gratuity** is added to food & beverage totals (details below).
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3. Gratuity & Service Charges

- **Birthday Party Packages** (Putter & Kicker):
A **20% gratuity** is applied to the **entire event subtotal** for your event server.
- **All Other Group Events:**
 - A **20% gratuity** is added to **food & beverage totals**.
 - A **5% house service charge** is applied to the **entire subtotal** before gratuity.

These charges will appear on your final invoice. Additional tipping is optional but appreciated.

4. Cancellations & Rescheduling

- **Cancellations:**
 - Cancel **10 or more days** in advance for a **full refund**.
 - Cancel **9 days or less** before the event and your **food deposit may be forfeited**.
 - **Rescheduling:**
 - You may reschedule and transfer your deposit to a new date.
 - If no new date is selected, the deposit is forfeited.
 - **Refund Fee:** All refunds are subject to a **5% processing fee**.
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5. Event Space Rental

- The event space rental fee is **\$150 per hour**.
- This fee is waived if you spend:
 - At least **\$300 on food & drinks** for every two hours of use.
 - After the initial two hours, you must spend **\$150 in food & drinks per additional hour** to continue waiving the room rental fee.

If the food and beverage minimums are not met, the hourly room rental fee will apply.

6. Alcohol Policy

- All alcohol service follows **Wisconsin and City of Madison laws**.
 - Guests consuming alcohol must:
 - Show a valid ID
 - Wear a wristband provided by Vitense
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7. Mini Golf Policy

- Booking a mini golf event does **not include exclusive use** of the course.
 - The course remains **open to the public**.
 - On busy days, all guests must **wait in line** like the public, **no line cutting** is permitted.
 - Shotgun starts are allowed if an open hole is available. Groups can circle back to skipped holes.
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8. Media Release

By attending an event at Vitense Golf and, you grant us permission to take and use photos or videos of your event for promotional use (e.g., social media, advertising). No compensation will be provided.

Agreement

By paying your event deposit, you confirm that you have read, understood, and agree to the above terms and conditions.

