Golf Outing Policies

Thank you for your recent golf outing reservation. This informational letter will help answer any questions that your group may have prior to your arrival here at Byrncliff. Please sign and return a copy (both pages) of the Byrncliff Golf Outing Policies with your contract.

**Prices:** All quotes are subject to change without notice due to market fluctuations and proportionate increases in cost of food, beverages, commodity prices, labor, taxes, or currency values. Prices will be confirmed in the year of the event and when a deposit is received. Prices may be subject to New York State sales tax and/or Byrncliff service charge.

**Deposits:** A non-refundable deposit is required at the time of booking to guarantee the date of your event.

**Final Guest Count:** The final guaranteed guest count must be made no later than 10 days prior to the event for all functions. The final guaranteed count is not subject to reduction and is considered a financial commitment. We will be prepared to serve food and beverage for 5% over your guarantee. You will be billed for the guaranteed number of guests or for the number served, whichever is larger. We reserve the right to move your function to a different room based on event size. For golf outings over 30 people, an estimated count must be provided to Byrncliff 30 days prior to your event.

**Payment:** The balance of your final bill must be paid at the conclusion of your event. A 5% invoicing fee will be added to your bill for invoicing after the event. If necessary, an additional 5% will be added to the cumulative total every 14 days until the bill is satisfied. Acceptable methods of payments are cash, personal check, certified check, or credit card. Deposits or final bill payments over $1000.00 that are made with a credit card will incur an additional 3% fee.

**Food & Beverage on the Course:** Food and beverage can be obtained from our half-way house on the ninth hole or pre-ordered in advance. Extra lunch tickets for volunteers will be billed accordingly. Byrncliff will provide your group with the required number of lunch tickets.

Byrncliff will not allow food and beverage to be brought onto the premises with the exception of:

- Donuts and other specialty desserts
- Donated food and non-alcoholic beverages for consumption on the course only – the package price will not change. Additional fees may apply.
- Donated beer (cans only) for consumption on the course only – There is a $2 corkage fee per player and a $75 beverage cart rental fee per cart, staff provided. If you wish to have your own attendant, then the attendant must be trained in an alcohol awareness program and sign a statement of responsibility while in his/her care, custody and control.
- Ice – Bags of ice can be purchased from Byrncliff. Advance notice is required. Byrncliff must be notified in advance if any of these items are being brought in and the exact quantity. No liquor of any form may be distributed on the course.

**Beverage Cart:** For groups of 80 or more one staffed beverage cart can be provided by request. For groups of 120 golfers or more, two staffed beverage carts can be provided by request. Minimum fees may apply. If you wish to have your own attendant, then the attendant must be trained in an alcohol awareness program and sign a statement of responsibility while in his/her care, custody and control.

**Personal Coolers:** Are allowed on the course, but must fit in the basket of the golf cart and stay there. Contents are restricted to beer and non-alcoholic beverages in cans or plastic bottles only.
Non-golf Usage of Carts: Extra carts can be provided for an additional fee of $20 per cart and are based on availability. Drivers must have a valid driver’s license, must use caution and must take direction of the Byrncliff staff while on the course.

Driving Range: Unlimited range balls may be purchased in advance for your group for $100 or may be purchased on an individual basis on the day of your event.

Golf Prizes: Merchandise may be purchased in advance from the Byrncliff Golf Shop through the Director of Golf to use as prizes for your event at a 10% discount before your outing begins. Merchandise must be pre-ordered a minimum of one month in advance to receive discount.

Rain Policy: In case of a rain-out on the day of your event, the banquet portion of your event will still continue at adjusted times and rain-checks will be issued for golf and cart. If we are unable to accommodate the meal portion at the adjusted times then your event will be rescheduled for a different day within the same year or following year and your deposit will be transferred. If a portion of the golf is rained-out, then pro-rated rain-checks may be issued to individual golfers with remittance of their scorecards to the golf shop staff. Byrncliff is not responsible for lost or stolen rain-checks. Rain-checks cannot be redeemed for cash.

Catering: The final menu selections are due a minimum of 10 days prior to the event and may be requested by Byrncliff sooner. At that time, all menu selections shall be considered definite and not subject to change. Items listed on our menus are by no means the only items available. We will be most willing to discuss alternate menu selections specifically requested for your event. All remaining food and beverages provided by Byrncliff cannot be taken off the premises including meals for guaranteed guests that are unable to attend.

Alcoholic Beverages Byrncliff Resort & Conference Center holds a license granted by the New York State Liquor Authority and is held responsible for complying with its regulations. Therefore, guests are not allowed to bring or remove alcoholic beverages from function areas. Guests under 21 years of age are prohibited from being served alcoholic beverages. Byrncliff Resort & Conference Center and its officers reserve the right to refuse service of alcohol to individuals that abuse their consumption privileges or violate the law. In an effort to create a pleasurable experience for everyone, shots of liquor are prohibited from being served during open bars.

Conduct, Damage, & Theft Byrncliff Resort & Conference Center and its officers reserve the right to refuse service and/or remove individuals from the premises who may jeopardize their safety, the safety of others, or are destructive to the property. All damages to our property and equipment incurred by you or your guests will be added to your bill or charged to the credit card on file. We are not responsible for lost, stolen, or damaged articles. Fees will not be refunded or reduced in spite of amended participation.

Liabilities: We are pleased you have chosen to use of our banquet facilities and golf course. Please be assured we will do everything possible in the event of unforeseen circumstances. In any event; however, the resort shall not be responsible for any failure to perform, which is attributed to federal, state, or municipal actions or regulations, fires, floods, hurricanes, tornadoes, blizzards, war, power outages, acts of God, or any other act that is out of control of the resort. If, in the event of one of the above contingencies, the patron wishes to reschedule the event, and upon removal of such interruption, services shall be resumed at the specified date, time, and agreed upon rate.

Byrncliff Resort & Conference Center is here for your enjoyment. As the person booking the party, it is your responsibility to inform your guests of these above policies so that everyone has an enjoyable day. I (we) have read the attached policies and agree to be financially responsible for this event.

________________________________________________________
Client Signature(s)  Date

________________________________________________________
Client Signature(s)  Date

Print Name  Title
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