

**THE FOREST CLUB**  
**GENERAL BANQUET AND CATERING POLICIES FOR**  
**NON-MEMBER SPONSORED EVENTS**

Thank you for considering The Forest Club to host your event. Our talented staff will work closely with you to assure your event is memorable for both you and your guests. Please review the information enclosed in this package carefully, then make an appointment with one of our Managers to choose a menu and finalize your event details.

**SPONSORED SPECIAL EVENTS**

All non-members wishing to book an event at The Forest Club must be sponsored by a member in good standing before the Club can confirm a reservation. The Sponsorship form is included in this packet of information. It is your responsibility to have this completed and returned to the Forest Club Manager. A confirmation letter will be mailed to the sponsoring member who must sign and return it to the club in a timely manner (within 10 business days) before we will confirm your event date.

**EVENT DATE RESERVATIONS:**

Tentative reservations will be automatically released after 14 days. Reservations will be booked on a "first come" basis. If you are holding a tentative reservation and The Forest Club has another request for your date, you will be contacted by phone and informed that the date has been requested by another party. In this case, you will be given 5 business days to complete the confirmation process and pay your deposit; otherwise, the date will be released to the other party.

**DEPOSIT & PAYMENT TERMS:**

Deposits are required for all member sponsored non-member events (see listing below). Your date will not be confirmed until the deposit is received. Deposits are non-refundable if the event is cancelled less than 90 days prior to the event date. Fifty percent (50%) of the deposit is refundable if the event is cancelled more than 90 days prior to the event. Deposits for events scheduled in December are not refundable if the event is cancelled regardless of the number of days prior to the event. If a cancelled event is re-scheduled within 120 days of the cancelled event date, 50% of the deposit will be applicable to the new event date.

**DEPOSIT SCHEDULE:**

<u># of Guests</u>	<u>January – October</u>	<u>November - December</u>
Fewer than 50	No deposit required	\$ 200.00
Less than 100	\$1,500.00	\$2,500.00
Larger than 100 guests but not requiring Club closure	\$3,000.00	\$3,750.00
Events requiring Club closure	\$ 7,500.00	\$9,000.00

The balance of the charges for your event and/or overages for all amounts will be invoiced after the event. Payment terms are full amount due upon receipt. The Forest Club does not accept credit cards, so please be prepared to pay for your event with a check, cashier's check, or cash.

**GUARANTEES:**

An approximate guest count is required at the time of booking. Confirmation of the number of guests attending must be made no later than 12:00 Noon four working days (96 hours) prior to the scheduled event and may not be reduced once submitted to the Club. *If no guarantee is received before the event, your estimated number becomes your guarantee.* All charges will be based on the guarantee or the actual number of guests attending, whichever is greater. Actual guest counts greater than 5% over the guaranteed number will be subject to an additional 10% charge on the menu price.

**VEHICLES AND PERSONAL PROPERTY:**

The Club assumes no liability for vehicles while on the Club's premises. The Club is not responsible for articles left in motor vehicles while parked on the Club premises. The Club assumes no liability for personal property left in the Club by the host or guests prior to, during, or following an event.

**VALET PARKING AND SECURITY:**

Valet Parking is required for any event hosted for 50 or more guests. The Club will make arrangements with our preferred valet service for your event. One valet is required for every 25 guests. Valet charges are calculated at \$100.00 per valet (per 4 hour period). Overtime for events that require more than 4 hours of valet service will be charged at \$20.00 per valet per hour. Overtime is computed to the nearest half hour.

Security Officers (uniformed HPD officers) are required. The number of officers is determined by the event size and age of guests. The Club Manager will determine the number of officers required for each event. Charges per officer are \$150.00 for up to 4 hours. Overtime is charged at \$40.00 per officer per hour.

**PUBLICITY:**

Publicity of any kind is strictly prohibited at The Forest Club. Events may not be advertised to the general public or advertised/publicized through the mass media. Press conferences for any event or political fundraisers will not be allowed at The Forest Club under any circumstances. Events held at The Forest Club must be by invitation only.

**INSURANCE:**

Hosts for Special Events must provide The Forest Club a Certificate of Insurance showing full liability and property damage liability in an amount of no less than \$500,000 combined single limits for the duration of the agreed upon event time. If the client does not have general liability insurance, proof of homeowners insurance (that shows the Client is protected outside of the residence) will be accepted. The following companies are able to provide special events insurance.

Robert V. Nuccio & Associates, Inc.  
P.O. Box 307  
Fawnskin, CA 92333  
(800) 364-2433

Robert Taylor (NA) Inc.  
101 West 55<sup>th</sup> Street, Suite 14K  
New York, NY 10019  
(212) 262-9505

**PROPERTY DAMAGE:**

Host/ Hostess will be held responsible for any damages to The Forest Club and will be charged for all necessary repairs or replacement of items. Host/Hostess is at all times responsible for the actions of their guests or any organization they represent while using The Club's facilities.

**EVENT TIMES:**

All events must be held within a 4 hour event time. Events held longer than 4 hours but ending by midnight will be assessed a \$600.00 overtime charge. Events lasting past midnight will be assessed an overtime charge of \$750.00. **NO EVENT SHALL LAST PAST 1:00 AM.**

**SMOKING;**

The Forest Club is a non-smoking facility. Guests refusing to comply with this policy will be asked to leave the premise. Cleaning and damage charges may be assessed for violation of this policy.

**DRESS REQUIREMENTS:**

All persons and their guests shall comply with the appropriate dress code while using The Club.

**CELL PHONES:**

The use of cell phones by members or guests within the public areas of the Clubhouse or grounds immediately adjacent to the Clubhouse (patio, pool area, court decks, and front drives) is prohibited and strictly enforced.

**ROOM FEES AND MINIMUMS:**

The Forest Club does not charge a room rental fee if the cost of the food and beverage for your event meets our designated minimums. A room set-up charge of \$1.50 per guest will be applied to the final bill. This fee addresses the extra time our staff needs for your event set-up and breakdown.

Food and Beverage Minimums;

Less than 20 guests	\$ 500.00++
21 – 40 guests	\$1,000.00++
41 – 65 guests	\$1,750.00++
66 – 100 guests	\$2,750.00++
101 – 140 guests	\$4,250.00++
141 – 175 guests	\$5,750.00++
176 – 250 guests	\$7,000.00++
Event requiring club closing	\$18,000.00++

++ indicates plus applicable gratuities and sales tax

If food and beverage charges do not exceed the minimum fees, the difference is charged to your final invoice as a room usage fee. Events requiring Club closure can only happen on a limited basis at the discretion of the General Manager and The Forest Club Board of Directors.

**SERVICE CHARGE:**

A service charge of 20% is applicable to all food and beverage purchases.

**POOL PARTIES:**

No non-member sponsored pool parties are allowed at The Forest Club.

**OUTSIDE VENDORS:**

All additional vendors contracted by the Client for his/her event must be approved by The Forest Club's General Manager and be duly licensed and meet all requirements for operation under the laws of the City of Houston, Harris County, and the State of Texas. Vendors will be required to provide proof of adequate liability and workmen's comp insurance.

**DECORATIONS, FLORALS, AND ENTERTAINMENT:**

Decorations, displays, exhibits, or signage brought into The Forest Club for your event, must be approved by the Club Manager prior to the event. **All décor, flower arrangements, and miscellaneous items must be removed at the end of the event.** The use of nails, tape, or staples for decorations in any part of the Club House is specifically prohibited.

**TENTING:**

Arrangements for tenting any portion of the grounds will be made by The Forest Club Manager.

**BANDS AND ENTERTAINMENT:**

Hosts/Hostesses are responsible for the conduct of and compliance with The Club's rules and policies by bands, entertainers, and any other outside vendor.

**FURNITURE AND EQUIPMENT:**

Furniture and equipment evident in the Club is available for your use. Any additional equipment or furniture such as tables, chairs, serving pieces, projectors, screens, risers, DVDs, etc. will need to be rented and paid for by the host/hostess of the event.

**CONTACT INFORMATION:**

Carole Creeden, General Manager  
713-686-3728  
[generalmanager@forestclub.org](mailto:generalmanager@forestclub.org)

Harold Hardin, Clubhouse Manager  
713-686-3728  
[clubhousemanager@forestclub.org](mailto:clubhousemanager@forestclub.org)

I have read and agree to adhere to the foregoing GENERAL BANQUET AND CATERING POLICIES FOR NON-MEMBER SPONSORED EVENTS.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date