

Kebo Valley Golf Club

EST. 1888

2019

Event Planner

136 Eagle Lake Road, Bar Harbor, Maine 04609
www.kebovalleyclub.com -- (207) 288-3000 ext. 4
Davidc@kebovalleyclub.com

Function and Events available May through October
Plated Meals up to 50 Guests – Assorted Buffets up to 100 Guests
BBQs and Appetizer Events up to 130 Guests

Event Contract – Kebo Valley Golf Club

136 Eagle Lake Road - PO Box 27, Bar Harbor, Maine 04609

Name: _____ Type of Event: _____

Day and Date of the Event: _____ Time of Event: _____

Thank you for choosing the Kebo Valley Golf Club for your special event. Please review our policies, sign and return, signifying you agree with our arrangements. This Event Contract is between Kebo Valley Club, hereinafter referred to as "The Club," and the Event Host hereinafter referred to as "The Host." Kebo Valley Golf Club is a fully licensed food, nonalcoholic and alcoholic beverage vendor. No alcoholic beverages are allowed on the property of Kebo Valley Golf Club. Other outside foods or nonalcoholic drinks are only allowed on premises with the written agreement of The Club.

1. If you are not booking a prepaid event, the deposit is 25% with 90% refundable up to 90 days, 75% up to 60 days, and 50% up to 30 days before the event. The Club will not be able to refund or transfer The Host's deposit, anytime less than 30 days of the event, unless we book an event for the same day of equal value. The deposit is needed to secure The Host's requested function date.
2. The Club requires the final menu, final guest count, and food selection, if applicable, one month before The Host's scheduled event.
3. All alcoholic beverages must be purchased through The Club. The Club reserves the right to refuse alcohol service at any point during the event. Violating this law could result in the termination of the event. Maine State Law does not allow the consumption of alcohol by minors. Picture identification is required for all guests.
4. All musicians, photographers, or any other outside agencies are responsible for adhering to our policies. Direct any questions to our Club Manager, David Closson.
5. All live music and DJs are to use pre-approved areas only. The town of Bar Harbor has a sound ordinance, and The Club is in a residential area; all music must cease by 11:00 PM.
6. All food and beverage are subject to 8% Maine's sales tax and up to a 20% gratuity and or service charge.
7. If requested, The Club can host a wedding golf outing. Any parties booking a reception for 50 or more people with The Club will offer a 30% discount on all rounds of golf (see Club Manager David Closson for information).
8. Any damage done to the exterior or interior of The Club is the financial responsibility of The Host. We ask that you do not use tape on the painted walls, do not use staples or tacks on any surface, and do not decorate with confetti or glitter. All candles or flames must be contained within a vessel of glass, metal or other nonflammable containers (no open flames are permitted).
9. If the event contract is unsigned or without a deposit, we will consider your event unconfirmed. Therefore, we reserve the right to schedule other events on that date.
10. Food & Beverage discounts can be applied to any event over \$1500.00. The event must be quoted after 1/1/2019 and cannot be used with any discounted estimate. The discount applies to Kebo Event Food, Nonalcoholic Beverages, Quoted Event Alcoholic Beverage, Room Rental and Linens. These discounts cannot be used to any Cash Bar, Outside Food (Wedding Cakes, Fresh Bakery, Items, ETC.), State and or Local Taxes or Set Up, Tear Down, Clean Up, and/or Gratuity.

Pay in full between your booking date and 120 days to your event to receive a 20% discount, 90 days prior to your event to receive a 15% discount, 60 days prior to your event to receive a 10% discount, and 30 days prior to your event to receive a 5 % discount.

Refund Policy for the cancellation of a fully paid discounted event or wedding, or 25% deposit.

Due to the agreement and discount given, all payments made to date may be non-refundable. All cancellations or reservation changes of any event must be made in writing. The Host is responsible for verifying that Kebo Valley Golf Club and or manager David Closson have received their cancellation letter. However, The Club understands that sometimes it is necessary to change or cancel a reservation. In the event The Host is forced to change the date, the Club will make every effort to provide an alternate time for the Host. Any cancellations made before 30 days will receive the following refunds, 100 days or more 90%, 99 to 60 days 75%, and 59 to 30 days 50%. All cancellations less than 30 days before the event forfeit payment. The Club will always attempt to mitigate damages, by trying to book the event space to another party. If the Club can rebook the space with an event of equal value, the Host will receive a 90% refund. If the new event is of lesser value, the Club will retain the difference of that value.

To cover our costs, we require a credit card number for our files.

Visa/ Master Card/ AMEX _____, Expiration _____ Security Code _____

I have read and agree to all the policies of Kebo Valley Club. I agree with the estimate of \$ _____ for _____ guests and have included a 25% deposit of \$ _____ (**See Refund Policy Above*). I also understand and agree that this is an estimate and due to cost of goods or other unforeseen circumstances, this amount may vary.

Print Name: _____ Signature: _____

Date: ___/___/___ Phone Number: (____)____-____ Email: _____

Room Rentals & Other Fees

Room Rental -- \$225.00 per hour (Off-Season, Kebo Members and Non-Profit discounts available)

The Room Rate includes Table & White Chairs with Air Conditioning if Needed

If room is rented with-out Food and or beverage service there will be a \$150 service fee.

House Linens -- \$3.00 per guest -- Table Linens Only -- \$2.00

(Linens are laundered by an independent contractor, prices may be adjusted depending on the charges)

We can rent almost anything you would want for your event, let us know, and we will price it out for you.

Bagged Lunch Options

Your lunch includes an upscale sandwich of turkey, ham, cheese, lettuce, & tomato on a Pepperidge Farm bun, snack crackers, apple or candy bar, chips and bottled water: \$13.00

Substitute sandwich with Lobster or Crab Rolls at Market Pricing!

*Maine's State sales tax of 8% and a gratuity and/or service charge of up to *20%*

BBQ Options

(The Club requires a minimum of 50 to a Maximum of 130 guests)

The Kebo -- BBQ Chicken, Hamburgers, Hot Dogs, Kebo's delicious Baked Beans, and your choice of two freshly made salads (*Garden, Caesar, Potato, or Pasta*): \$14.00 per person

The Valley -- Grilled Italian Sausage with Peppers & Onions, Pulled Pork, BBQ Chicken, Kebo's Baked Beans, and your choice of two salads (*Garden, Caesar, Potato, or Pasta*): \$19.00 per person

The Country Club -- Baby Back Ribs, Beef Brisket, BBQ Chicken, Roasted Red Potatoes, Freshly Baked Corn Bread, Baked Beans, and Seasonal Garden Salad: \$26.00 per person

Add on -- Pub Made Mac & Cheese \$3.50 - Corn on the Cobb \$2.00 -- Baked Seasonal Fruit Crisp \$3.50 -- Fresh Baked Cookies \$2.00 -- Sliced Watermelon \$1.00

*Maine's State sales tax of 8% and a gratuity and/or service charge of up to *20%*

Our Lighter Fair Luncheons

(The Club requires a minimum of 25 to a Maximum of 100 guests)

Tradition Soup and Salad -- Soup and Sandwich -- Lobster Roll and Chowder - Chili and Corn Bread

See Club Manager for options and market pricing - Maine's State sales tax of 8% and a gratuity and/or service charge of up to *20%

Appetizer Menu Served Buffet Style

(The Club requires a minimum of 50 to a Maximum of 130 guests)

Cheese and Cracker Platter: \$90.00

Marinated Tomato Bruschetta: \$90.00

Spinach Artichoke Dip & Crackers: \$90.00

Fresh Fruit Platter w/ Berries: \$135.00

Teriyaki Chicken Skewers: \$175.00

Kebo's Baked Mushrooms: \$100.00

Crab & Lobster Stuffed Mushrooms: \$250.00

Mini Crab Cakes: Market Pricing

Roasted Chicken Wings: \$225.00

Veggie Platter: \$90.00

Jumbo Shrimp Cocktail: \$225.00

Lobster Cocktail: Market Pricing

Hand Wrapped Bacon Wrapped Scallops: \$250

Chicken, Tuna/Egg Mini Sandwiches: \$125.00

Handmade Meatballs: \$150.00

Lamb Chop Lollipops: \$225.00

*Maine's State sales tax of 8% and a gratuity and/or service charge of up to *20%*

Plated Entrées

Plated Dinners are available for up to 50 guests, please see Club Manager for Options!

All plated entrées served with freshly baked Rolls & Butter – Choose a Garden or Caesar Salad – Choose One - Rice Pilaf, Wedged Roasted Red Potatoes, or Baked Potatoes – Choose one - Vegetable Seasonal Medley, Roasted Carrot, Asparagus

*Plated Dinners are subject to Maine's State sales tax of 8% and a gratuity and/or service charge of up to *20%*

Buffet Dinners

(The Club requires a minimum of 50 and a maximum of 100 guests)

The Kebo: Rolls and Butter, Garden Salad, Roasted Red Potatoes, Seasonal Vegetable, Grilled Montreal Chicken, Baked Haddock with House Stuffing, and Vegetarian Pasta Primavera -- **\$22.00**

The Valley: Rolls and Butter, Garden Salad, Rice Pilaf, Seasonal Vegetable, Chicken Cordon Bleu, Baked Haddock with House Stuffing and Herb Crusted Pork Loin -- **\$26.00**

The Country Club: Rolls and Butter, Garden Salad, Roasted Russet Potatoes, Seasonal Vegetable, Baked Chicken Supreme, Baked Stuffed Haddock with Lobster Stuffing, Top Sirloin Roast -- **\$32.00**

The Club House Prime Rib Dinner: Rolls and Butter, Garden Salad, Baked Potatoes, Seasonal Vegetable and Hand Carved Choice Prime Rib – **Market Price**

The M.D.I. Surf and Turf: Rolls and Butter, Garden Salad, Garlic Mashed Potatoes, Corn on the Cob, Maine Streamed Lobster with Drawn Butter and a 6 oz. Filet Mignon – **Market Price**

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Freshly Made Desserts Available

We offer professionally made Wedding and All-Occasion Cakes, Cup Cakes by the dozen, Seasonal Fruit Crisp, Cookies, Squares, and other Assorted Desserts. We will be able to quote your prices after consulting with our off-premise pastry chef.

Beverages

Beverage Center - Coffee, Hot & Iced Tea, Lemonade, and Water throughout event - **\$2.50 per guest**

Champagne or Wine Toast -- **Market Value**

Our Full-Service Bar (Specialty Alcoholic & Non-Alcoholic Drinks are available upon request)

*All Beverages are subject to Maine's State sales tax of 8% and a gratuity and/or service charge of up to *20%*

Kebo Valley Golf Club and The Links Pub

Any questions or to book your event please contact our Club Manager David Closson

EMAIL: davidc@kebovalleyclub.com PHONE: 207-288-3000 ext. 4

**Gratuity and or service fees are determined by labor cost due to set-up, tear down, and clean-up.*