

Kebo Valley Golf Club

EST. 1888 - Bar Harbor

2020

Event Planner

136 Eagle Lake Road, Bar Harbor, Maine 04609

www.kebovalleyclub.com

Functions and Events available May through October

Plated Meals for up to 50 Guests

Assorted Buffets for up to 100 Guests

BBQs and Appetizer Events for up to 130 Guests

Event Planner latest revision January 1, 2020 to adjust for labor and food costs.

Event Contract – Kebo Valley Golf Club
136 Eagle Lake Road - PO Box 27, Bar Harbor, Maine 04609

Name: _____ 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 outside alcoholic beverages are allowed on the property of Kebo Valley Golf Club. Other outside foods or nonalcoholic drinks are only allowed on premises with a written agreement from 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. The deposit is required to secure The Host's requested 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 an 8% Maine's sales tax and up to a 20% gratuity and or service charge.
7. If requested, The Club can host a golf outing for your wedding party. Any parties booking a reception for 50 or more people, Kebo 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. Please do not use tape on the painted walls, do not use staples or tacks on any surface, and confetti or glitter is not permitted. All open flames must be contained within an inflammable container (no open flames are permitted).
9. If the event contract is unsigned or without a deposit, we will consider your event unconfirmed. We reserve the right to schedule other events on that date.
10. The discounts below applies to Event Food, Nonalcoholic Beverages, Room Rental, Linens and any Prepaid Alcoholic Beverage. These discounts cannot be used with 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. These Food & Beverage discounts can be applied to any event over \$1500.00. The event must be quoted after 1/1/2020 and cannot be used with any other discount.

Pay in full between your booking date and 120 days prior to your event to receive a 20% discount

Pay in full 90 days prior to your event to receive a 15% discount

Pay in full 60 days prior to your event to receive a 10% discount

Pay in full 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. To receive a pre-paid discount the number of guests must remain the number of guests quoted, any additional guests may be added up to 14 days before event. All cancellations or reservation changes for 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 are subject to no refund. 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 75% refund. If the new event is of lesser value, the Club will/may 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 -- \$250.00 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 without Food and or Beverage service, there will be an additional service fee of \$75.00 per hour.

House Linens -- \$3.00 per guest -- Table Linens Only -- \$2.25

(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

Delivered to Golf Carts and Ready to Go

Your lunch includes a freshly made sandwich of turkey, ham, cheese, lettuce, & tomato on a Pepperidge Farm bun, snack crackers, apple or candy bar, chips and bottled water: \$13.25

Substitute sandwich with Lobster or Crab Rolls at Market Pricing!

BBQ Options

(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*): \$14.50 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*): \$19.99 per person

The Country Club -- Baby Back Ribs, Beef Brisket, BBQ Chicken, Roasted Red Potatoes, Freshly Baked Corn Bread, Baked Beans, and Garden Salad: \$27.50 per person

Adds on items available for all BBQs (prices are per guest) -- Pub Made Mac & Cheese \$3.50 - Corn on the Cobb \$2.50 -- Sliced Watermelon \$1.50 Baked Seasonal Fruit Crisp \$3.50 -- Fresh Baked Cookies (2 per guest) \$2.50

Lighter Fair Luncheons

(Minimum of 25 to a maximum of 100 guests)

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

Kebo Valley's Appetizer Menu:

Served Buffet Style: prices below are based on 50 Guests

(Minimum of 50 to a Maximum of 130 guests)

Cheese and Cracker Platter: \$95.00

Marinated Tomato Bruschetta: \$95.00

Spinach Artichoke Dip & Crackers: \$95.00

Fresh Fruit Platter with Berries: \$140.00

Teriyaki Chicken Skewers: \$180.00

Cheese & Garlic Stuffed Mushrooms: \$110.00

Roasted Chicken Wings: \$230.00

Veggie Platter: \$95.00

Jumbo Shrimp Cocktail: \$225.00

Hand Rolled Bacon Wrapped Scallops: \$275.00

Chicken, Tuna/Egg Mini Sandwiches: \$135.00

Handmade Meatballs: \$170.00

Market Pricing on following the items

Lobster Cocktail, Tempura Lobster Tails, Lobster Filled Phyllo

Crab & Lobster Stuffed Mushrooms, Maine Crab Cakes, Lamb Chop Lollipops

*Taxes & Service Fees -- 8% Maine's State Food & Beverage sales tax, and gratuity/service charge of up to *20%*

Plated Entrées

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

**All plated entrées served with freshly baked Rolls & Butter – Choice of: Garden or Caesar Salad
Choice of any two: Rice Pilaf, Roasted Red Potato Wedges, Baked Russet Potatoes,
Seasonal Vegetable Medley, Roasted Carrot, or Grilled Asparagus**

Buffet Dinners

(Minimum of 50 to a maximum of 100 guests)

The Kebo: Rolls and Butter, Garden Salad, Roasted Red Potato Wedges, 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 Russet Potatoes, Seasonal Vegetable and Slow Roasted 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, a Steamed Maine Lobster with Drawn Butter and a hand cut Filet Mignon – **Market Price**

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.

Beverages

Beverage Center - Coffee, Hot & Iced Tea, Lemonade, and Water throughout event - \$2.75 per guest

Our Full-Service Bar, Champagne or Wine Toast – Regular Club Pricing

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

*Taxes & Service Fees – 8% Maine's State Food & Beverage sales tax, and gratuity/service charge of up to *20%*

Kebo Valley Golf Club & The Links Pub

For market pricing and options, any other questions or to book an event please contact one of our managers at:

Club Manager David Closson at davidc@kebovalleyclub.com or 207-288-3000 ext. 4

Food & Beverage Manager Dan Baldrige fbmanagerdan@kebovalleyclub.com or 207-288-3000 ext. 5

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