May 21, 2019

Jill Freeman
Strandwood PTA
416 Gladys Drive
Pleasant Hill CA 94523

Dear Jill:

Thank you for selecting Contra Costa Country Club for your upcoming event. I am pleased to confirm the following tentative reservation:

Strandwood Dinner Dance Auction							
Date	**Time**	**Location**	**Setup Style**	**Function**	**#**	**Room Rental**	**Minimum**
Sat, 3/28/20	8:00am-6:00pm	Diablo Vista Room / Diablo Vista North / Diablo Vista South / Oak Room		Set-up	220		
Sat, 3/28/20	6:00pm-11:00pm	Diablo Vista Room / Diablo Vista North / Diablo Vista South / Oak Room / Terrace	Rounds of 10	Dinner	220	$800.00	$6,000.00
Sat, 3/28/20	7:00pm-11:00pm	Member's Grille		Dance	220		

To confirm this reservation on a definite basis, please sign and return this letter along with a deposit of $1,800.00 by 05/30/2019. Please note the Terms and Conditions attached to and made a part of this agreement.

I look forward to working with you to make this a very successful event. If you have any questions, please don’t hesitate to call.

Sincerely,

Jennifer G. Caudle

Jennifer G. Caudle
Private Events Director
P: (925) 798-7135 x114
F: (925) 687-8661
jennifer@contracostacc.org

Confirmation Signature: _____ Date: _____

TERMS AND CONDITIONS

1. In arranging all private functions, a guarantee of the number of persons attending must be provided (2) weeks prior to the scheduled event, with the final guarantee specified (1) week in advance. This number will be considered a guarantee, and charges will be based on such guaranteed attendance. Should the number of persons attending exceed the guaranteed amount, the Club will make all reasonable attempts to accommodate such additional persons, up to an additional three 3% of the final guaranteed attendance.

2. All taxes, federal, state, and municipal, are in addition to prices herein agreed upon which may be imposed or be applicable to this agreement and to the services rendered by the Club. The Club reserves the right to change quoted prices as necessary prior to forty-five days of the event. A 23 % service charge is added to all Food & Beverage charges. An 8.75% sales tax is added to all Food, Beverage and Service Charges as required by law.

3. No food and/or beverages of any kind are permitted onto the Club premises by the Patron, his/her guest(s), without special permission of the Management. The Club reserves the right to assess a charge for the service of said food or beverages.

4. A non-refundable, non-transferable deposit of $1,800.00 shall be paid upon confirmation of the function date. The entire deposit is credited toward the final billing. 100% payment of estimated charges is due two weeks prior to event in the form of a check, money order, or credit card. Use of a credit card is through PLASTIQ, a 3rd party vendor. Go to the PLASTIQ payment page at contracostacc.plastiq.com. Any additional charges incurred at the time of the event will be billed and provided to you, payable upon receipt. A 1.5% late charge per month will be added to any unpaid balance.

5. Cancellation Policy: All cancellations must be received in writing. If cancellation occurs 90 days prior to event, 25% of the estimated charges will be billed to the client. If cancellation occurs 60 days prior to the event, 50% of the estimated charges will be billed to the client. If cancellation occurs 30 days prior to the event, 75% of the estimated charges will be billed to the client.

6. Smoking is not permitted in the Clubhouse. Outside smoking areas are provided.

7. Photography is permitted in the Banquet Room and Banquet Patio area only. Areas involving the Golf Course are not permitted without the approval and supervision of a management team member.

8. The Room Fee is $800.00. The fee applies to a five (5) hour time frame. There are additional charges for over a five (5) hour time frame. The food and beverage minimum before tax and service charge is $6,000.00.

9. Dress Code: The Club maintains a very conservative dress code that requires all apparel to be considered appropriate for the occasion. Torn blue jeans or denim, non-collared shirts for males, halter-tops, tank tops, and short shorts are considered unacceptable. The Club may refuse service to any Member or Guest.

INITIAL:_____

10. Decorations: The Club will permit the Patron to provide table decorations. No use of nails, tacks, tape, or confetti products are permitted at any time. Other decorations may be permitted with the expressed written consent of Management. All decorations and personal items must be removed at the conclusion of the function, or a minimum fee of $100.00 will be charged.

11. The Patron shall assume responsibility for all guests or invitees of the Patron and shall reimburse the Club for any damage to Club property caused thereby. The Patron shall indemnify and hold the Club harmless from any and all liability arising out of the acts or omissions of the Patron, its guests or invitees. The Club does not assume any responsibility for the damage, loss of merchandise, or articles left in the Club prior to, or following the function.

The Patron agrees that activities not in the public interest, or those which are illegal or unlawful, will not be permitted, allowed or undertaken by any persons using the facilities of the Club pursuant to this application. In the event that either the Club or the Patron shall bring any action or proceedings for the damages for an alleged breach of any provisions of this agreement, the prevailing party shall be entitled to recover as part of such action or proceedings, reasonable attorney's fees and court costs.

12. I authorize Contra Costa Country Club to gather whatever personal credit information it deems necessary and appropriate. Pursuant to Section 1788, et. Seq., of the Civil Code of the State of California. I understand that Contra Costa Country Club will retain any credit information. I further understand that should my account become 30 days delinquent, I authorize Contra Costa Country Club to report my account as delinquent. I also understand that I will be responsible for all late charges, collection fees, and any and all court fee's associated with collection of my debt. I also understand it is my responsibility to notify any creditor of changes of name, address or employment.

INITIAL:_____

GENERAL INFORMATION

The information provided below is a summary to assist you in making the appropriate decisions while planning your special event. Our Food and Beverage Director and Executive Chef are here to assist you in creating your special day. Contra Costa Country Club maintains high standards to ensure our Members and their guests receive personalized service in an atmosphere of casual elegance.

GUARANTEE AND PAYMENT

The estimated guaranteed number of guests, along with menu selections, must be provided two (2) weeks in advance. At this time, 100% payment of the estimated charges is due prior to the event, with any additional charges being billed to you payable upon receipt. The confirmed (final guaranteed) number of guests must be specified one (1) week prior to the event. The Chef will be prepared to serve 3% over the guarantee, if necessary.

TAX AND GRATUITY

A 23 % Service Charge will be added to all food and beverage charges. The service charge is required by state law. A Sales Tax of 8.75% is added to rental, food, beverage and miscellaneous charges.

OTHER FEES

Wine and champagne corkage is $12.00 per 750 ml. bottle for members and $15.00 for non-members. Menu pricing and room rental fees are subject to change. The current printed menus and fees may not apply to your event. A $ 300.00 overtime charge will apply for every hour over the five hour agreed time frame.

CEREMONIES

We have a beautiful terrace with a view of Mount Diablo for hosting your ceremony outdoors. The ceremony fee is $500.00 and a chair rental fee of $3.00 per chair will apply.

DECORATIONS

You may provide your personal table decorations. All decorations must meet fire department standards. Candles and candleholders are to be enclosed in glass. All other decorations are to be approved by the Food and Beverage Director. The Club provides white or ivory tablecloths and napkins (standard palette of napkin colors available at no additional charge). We can assist you in the ordering of specialty colors and patterns of tablecloths and napkins, where a rental fee would apply.

FOOD AND BEVERAGE ON PREMISES

The Club must provide all food and beverages. No food or beverage is permitted in the Club or on the premises by individuals or outside caterers. Local Health Department rulings regarding proper refrigeration and sanitation prohibits the removal of food and beverage from the premises by you or your guests with the exception of a wedding cake.

HOST SIGNATURE: _____ DATE:_____

801 GOLF CLUB ROAD
PLEASANT HILL, CALIFORNIA 94523
TELEPHONE (925) 798-7135 * FACSIMILE (925) 687-8661

One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize Contra Costa Country Club to make a one time debit to your credit card listed below. There will be a 2.5% service fee for credit card transactions added to the amount below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I _____ authorize Contra Costa Country Club to charge my credit card
(full name)

account indicated below for _____ on or after _____. This payment is for
(amount) (date)

_____.
(description of goods/services)

Billing Address _____ Phone# _____

City, State, Zip _____ Email _____

Account Type: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Cardholder Name _____

Account Number _____

Expiration Date _____ CVV _____

SIGNATURE _____ DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.