



Marshallia Ranch Golf Course  
 P.O. Box 5938  
 Vandenberg AFB, CA. 93437  
 805-606-6262

Today's Date: \_\_\_\_\_

**SPECIAL FUNCTION CONTRACT**

Name of Organization/Group: \_\_\_\_\_ Date of Function: \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ Cash  Check  # \_\_\_\_\_

Chairperson: \_\_\_\_\_ Phone No. \_\_\_\_\_

Chairperson Address: \_\_\_\_\_

I, as Chairperson for the above special function, agree to the following:

1. Understand that the above function is not firm until the correct deposit is paid.   
 The deposit or user fee must be paid and included with this executed contract. Payment can be by cash, check, or credit card.  
 The schedule for special function deposits is as follows:

35-50 People	\$100.00	101-Above	\$200.00
51-100 People	\$150.00	Use Fee	\$300.00

2. I am responsible for payment of all fees and charges, and responsible for any damage or loss. Project officer or host is responsible for the activities and behavior of all individuals involved in the event. I understand that only authorized personnel may attend this event. All Financial obligations from this function must be paid at the end of the function.

3. I agree that I will provide a minimum guarantee on the number of guests to be served 24 hours in advance of function and I also agree to pay for guests who attend but no less than 95% of the guaranteed number. I UNDERSTAND THAT THE FUNCTION MUST BE CANCELLED NO LATER THAN 8 DAYS BEFORE SCHEDULED FUNCTION DATE OR GROUP WILL LOSE FULL DEPOSIT. CANCELLATIONS MUST BE MADE IN WRITING TO THE DIRECTOR OF GOLF. I certify that this function is purely of a social nature and is in no way furtherance of a commercial business enterprise/firm or venture with which I may be associated with or employed.

4. I also understand all furniture moved to accommodate the function must be returned to its original place or a fee of \$40.00 will be charged.

IN ACCORDANCE WITH AFI 34-116/30 SWI, 3 MAY 1996, A USER FEE OF \$300.00 IS CHARGED FOR USE OF THE GOLF COURSE CLUBHOUSE. IF THE SNACK BAR CATERS THE PARTY THE USER FEE IS WAIVED. THE SNACK BAR REQUIRES A MINIMUM OF 35 PLATES FOR USER FEE TO BE WAIVED. IN ACCORDANCE WITH AIR FORCE REGULATIONS ALL BEVERAGES MUST STILL BE PURCHASED FROM THE GOLF COURSE SNACK BAR, AND BE CONSUMED ON THE PREMISES, NO EXCEPTIONS. A BAR AND BARTENDER IS AVAILABLE FOR A SET-UP CHARGE OF \$25.00. IF A KEG OF BEER OR WINE IS DESIRED, THEY MUST BE ORDERED AT LEAST SEVEN (7) DAYS PRIOR TO THE FUNCTION.

Dining: No  Yes  Dining Time: \_\_\_\_\_ Set Up Time: \_\_\_\_\_ Number of Plates: \_\_\_\_\_

Menu: \_\_\_\_\_ Cost Per Plate: \$ \_\_\_\_\_

Beverages: No  Yes  Bar: No  Yes  Bar Set Up Fee: \$25.00

(For on the course)

Sodas: Kind _____	No. of Cases _____ x \$15.00 ea: =\$ _____
Beer: Kind _____	No. of Cases _____ x \$35.00 ea: =\$ _____
Wine: Kind _____	No. of Cases _____ x _____ ea: =\$ _____
Keg: Kind _____	\$150.00 Pony Keg: Kind _____ \$75.00

\_\_\_\_\_  
 CHAIRPERSON SIGNATURE

\_\_\_\_\_  
 DUTY PHONE

\_\_\_\_\_  
 DATE

Gratuities Not Included