

# Interbay Golf Center

## Event policies and guidelines

### Payment and Deposit

- \$250 nonrefundable deposit fee required at time of booking
- Final headcount required 10 days prior to event.

If no written or verbal changes have been approved by manager the contracted number will be considered your guarantee.

### Menus

- Food and beverage prices quoted are subject to 20% service charge as well as a Washington state food and beverage tax of 10.1%
- All menu decisions must be settled within 10 business days
- No outside food allowed with exception of desserts upon approval by event coordinator.

### Beverage Service

- No outside beverages of any kind allowed
- Hosted and non-hosted bars are available with a minimum of \$450 in purchases. If amount is not met a \$75/hour bartender fee will be added

### Cancellations

- Events cancelled within 10 days of scheduled date will be charged 20% of the contracted price

### Durations of Events

- All social events are booked in 4 hour periods.
- Additional time will be added to final bill at a rate of \$250/hour

### Decorations

- Consult with event coordinator for approval of decorations
- Guest is responsible for clean-up and removal at conclusion of event
- Nothing permanent or damaging to property

