

PAVILION RENTAL CONTRACT

Effective 6/1/2006

Our 136-seat banquet facility is located just 5 miles east of I-5 overlooking an 18-hole championship golf course.

BUILDING USAGE FEE

- A building usage fee applies for all pavilion events. This fee is non-refundable and must be received to book your event along with our outside catering fee.** All activities (set up, tear down, clean up, etc.) must be conducted on the day of use unless otherwise arranged. The pavilion is available from 10 AM 'til 12 Midnight. Rates are as follows.

<u>October through April</u>		<u>May through September</u>	
Sunday through Thursday	\$ 295.00	Monday through Thursday	\$ 345.00
Friday & Saturday	\$ 495.00	Saturday	\$ 595.00
Non-Profit Groups*	\$ 195.00	Friday and Sunday	\$ 495.00
Breakfast Mtg. Rate***	\$ 95.00	Non-Profit Groups*	\$ 295.00
		Breakfast Mtg. Rate***	\$ 95.00

*(must possess a federal non-profit tax ID number and excludes Friday & Saturday.)

**An outside catering fee, \$155 is due on booking for all events. See below for additional details.

*** Breakfast Meeting Rate rental allows use of the room from 6 a.m. until 9 a.m. when available. Outside catering fee applies and will be collected upon booking.

GENERAL CONDITIONS

- Eaglemont must approve all activities that will take place in the pavilion. (music, dancing, entertainment, food & beverage, decorations, etc.) Removal of decorations is the customer's responsibility. Use of tinsel, rice, confetti, or glitter is not allowed. Candles are permitted. All activities must take place between 7 a.m. and 12 Midnight. The room should be left as you found it. Eaglemont will remove the garbage, everything else is the customer's responsibility.
- Music must be at low levels after 10 p.m., per City of Mount Vernon noise ordinance.
- Our pavilion cannot comfortably seat in excess of 136. Use of the outside patio is available and can seat additional guests. A tent can be rented for this patio at an additional expense.
- Eaglemont does not accept liability for theft or any other loss of personal property occurring either prior to, during, or after the event. Any items left behind following your event will be disposed of.
- We have an inventory of 300 stackable chairs, 17 five foot round banquet tables, and 5 eight foot long banquet tables. Any other tables that may be necessary are available for rent at the customer's expense.
- The neighboring golf course and restaurant operate daily and are not included in the above rental. It is expected that those parties using the pavilion confine their events to the building and its immediate surroundings and not disturb other operations.
- Linen table clothes are provided at no additional cost for all events.

ALCOHOL SERVICE

- All liquor sales must transpire through Eaglemont. Our liquor license allows for no exceptions. Anyone who fails to comply with this will be removed from the premise by any means necessary. The Mount Vernon Police and the Washington State Liquor Control Board govern our building and it is our policy to report and prosecute all offenders of the state liquor laws. Any minor caught drinking will be turned into the police immediately.
- A bartender is provided complimentary for any event with greater than 30 guests wishing to have beer and wine service. We will provide one bartender per 80 guests at no charge which will offer the following beverages:
 HOUSE WINE: Chardonnay, Cabernet, White Zinfandel, Merlot, Shiraz, Pinot Grigio, Pinot Noir, Riesling, & Gewurztraminer \$4.00/glass; \$15.00/ bottle
 BOTTLED BEER: \$3.00 - \$4.00/bottle. Selection varies.
 CORKAGE FEE: \$11.00/bottle (no tax or gratuity) for any bottle of outside wine or champagne.
 [Sales tax is included in the following prices. A 17% service charge will apply to all hosted bars.]
- Full bar service (hard liquor/ mixed drinks) are available for \$40/hour, plus the cost of drinks, minimum 3 hours.
- Kegs are available for purchase for \$164.00 for domestic or \$245.00 for all micro/specialty beers. Kegs generally yield 165 12 oz. beers. A bartender is complimentary for the keg service. Sales tax and a service charge are additional.

CATERING / FOOD SERVICE / OUTSIDE FOOD

- Eaglemont has full catering services available. Please schedule a meeting with the facility manager if interested in using the in-house selections. Our current offerings are listed on the back of this contract.
- **Outside food & beverage must be approved by the manager prior to your event. There is a \$155 fee for using outside catering. This includes potlucks or donated food. This fee covers the additional required clean up. Furthermore, groups not using Eaglemont's food & beverage service are expected to be completely self-sufficient. Those individuals must supply their own refrigeration, ice, storage, utensils, plates, etc. No exceptions. The adjacent Bar & Grill is off-limits. In addition, the customer is responsible for setup and arrangement of the room. Eaglemont will provide you with your desired amount of tables and chairs. Please contact us prior to your event to discuss your group's needs. All groups will be charged the \$155 fee upon booking, should you use in-house catering, the \$155 fee will be applied to off-set your final bill.
- For groups not wishing to use Eaglemont's catering, the small ware is available for rental fee of \$325 / day. This includes dinner and dessert plates, silverware, and water glasses.
- An attendance figure is required (for set-up and in-house catering) 72 hours prior to your event. You will be billed for no less than 5% of the number given at that time, or the actual number of attendees, whichever is greater. Any guests in excess of the attendance figures will be charged a 20% surcharge.
- 8.0% sales tax and 17.0% service charge will be applied to all food and beverage sales.
- Payment for food and beverage is expected by the conclusion of your event, unless prior arrangements have been made.

Contact person: _____ Date of Event: ____ / ____ / ____ (M) (T) (W) (R) (F) (S) (Su)

Contact phone: _____ Contact e-mail: _____ Today's Date: ____ / ____ / ____

Eaglemont representative: _____

Paid rate: _____

[NOTE: \$155 collected outside food fee will be credited to off-set any food and beverage (excluding alcohol) purchases from Eaglemont and applied on final billing.]

Signature: _____ Signature confirms agreement of the above conditions.

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