

Wilson Country Club Event Contract

The following Terms & Conditions are to ensure complete success for your event. Please read them and sign in the space provided:

- All food & beverage must be provided by WCC with the exception of specialty cakes/desserts. **NO food that WCC prepares for banquet events may be taken from the premises.**
- Non-member & Sponsored events are subject to a 21% service charge & all NC sales taxes. Member events are subject to an 18% service charge & all NC sales taxes. **The service charge is not a tip.** The service charge includes set-up and break down of tables, chairs, linens, etc.
- Room Rentals and additional fee's are explained in the **Banquet Information Brochure**, to be signed by Host and returned to Wilson Country Club in order to secure the room.
- Menus **MUST** be finalized 14 days **prior** to the event date. If the menu is not finalized in the allotted time, WCC reserves the right to cancel the event.
- **An estimated guest count must be given at the time the event date is secured. Final guest counts are due a minimum of 72 hours prior to the scheduled event.** The Host will be charged for the guest count guaranteed, or the final guest count in attendance, whichever is greater.
- All non-member and sponsored events must pay half the associated **non-refundable** room rental fee in order to secure the room. All member events require a 25% deposit to be charged to their account. The deposit will be reversed at the conclusion of the event. **All events** require completed and signed documents returned to WCC to secure the room. Any event may be rescheduled by Host or Venue, 60 days prior to the event as long as the date is available. Any canceled event **WILL NOT** receive a refund for any payments towards the event made in advance.
- Remaining room rental balance is due 14 days prior to event. Remaining event balance for all events is due at the conclusion of the event.

Event Date: _____

Name: _____

Room Rented: _____

Address: _____

Number of Guests: _____

City, State, Zip: _____

Start Time: _____

Phone: _____

End Time: _____

Email: _____

Member/Sponsor #: _____

I acknowledge that I have read and agree to the above Terms & Conditions of Wilson Country Club. Please sign below:



Host Signature

Date [Month, Day, Year]

Special Events Coordinator

Date [Month, Day, Year]