

## *Banquet Policies and Agreement*

- All food and beverages must be purchased through Ankeny Golf and Country Club, with the exception of wedding cake, mints and nuts.
- **All parties over 10 people must pay on one bill.**
- A 20 percent service charge and a 6 percent sales tax will be added to all services.
- **No food or beverage may be removed from the facility.** Any unused or leftover food will remain the property of Ankeny Golf and Country Club.
- At the time of your initial contact with the Clubhouse Manager, state an approximate number of persons who will be attending the meal function.
- We require a guaranteed number of guests for each meal function at least two weeks in advance. This guarantee may not be reduced. If the Clubhouse Manager does not receive a firm guarantee two weeks in advance, then the previously stated approximate number will automatically become your guarantee.
- We are prepared to serve 5 percent over the guaranteed number. Should your actual needs exceed these figures; every effort will be made to properly serve your guests. You will be required to pay for the guaranteed number or the actual number of guests served, whichever is greater.
- Ankeny Golf and Country Club does not provide entertainment or decorations. It is up to the individual party to provide its own with the Clubhouse Manager's approval. **No confetti or glitter of any kind may be used.**
- **Anything attached to the walls must be done so without damaging walls or paint.** Use of sticky tack is recommended. If there are any questions please ask management.
- All entertainment and functions must end by Midnight.
- Prices are subject to change, however all quoted prices will be honored up to two months in advance of the function.
- All kegs will be dispensed from the bar only; other arrangements must be in agreement with the Clubhouse Manager.
- Payment is expected in full following the completion of the function unless other arrangements have previously been made.
- Host or organization will be held responsible for loss or damage of any personal property belonging to the host, organization, or their guests.
- Host or organization will be held responsible for any damages or theft of Ankeny Golf and Country Club property.
- Ankeny Golf and Country Club reserves the right to refuse its services to any non-member function.
- A \$500 deposit for events is required at the time of booking. This deposit will hold your date and is non-refundable, should you decide to cancel.

Deposit paid: \_\_\_\_\_ Date of event: \_\_\_\_\_

Date: \_\_\_\_\_ Manager: \_\_\_\_\_ Lessee: \_\_\_\_\_

Lessee Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Ankeny Golf and Country Club**  
314 S.W. Irvinedale Drive  
Ankeny, Iowa 50023  
Phone: (515) 964-3721 Fax: (515) 964-9332

## *Banquet Rental and Service Fees*

- Rental Fees (Non-members) \$1000

Rental fee includes:

Setup of tables, chairs, glassware, china or disposable service,  
Napkins (black), tableware and clean up.

**A non-refundable deposit of \$500.00 is required at time of booking.**

\*\*\*\*\*Reservations Guaranteed with Room Rental Deposit\*\*\*\*\*

**The deposit will be applied to the rental fee upon completion of the event.**

- Banquet Services:

Napkins (other than black)	\$ .75 per napkin
Linen - tablecloth (other than white)	\$2 per tablecloth
Chair Covers - white (150 available)	\$2 per cover
Cake Cutting Fee	\$100
Beverages:	
Punch: (Choice of Color/Flavor)	\$20 per gallon
Coffee: Regular or Decaffeinated	\$50 - 100 persons
Keg Beer:	Varies per keg ask on pricing \$300 for domestic kegs
Wine:	Varies per wine ask on pricing House wine \$20 per bottle

*Additional options available - please contact manager for more information.*

- Additional Labor Fees:  
(These are applicable during non-standard service times and if AGCC determines additional staff will be needed for your event to provide quality service to both your event and daily standard facility services)

Additional Server Fee - \$25/hour  
Additional Bartender - \$25/hour  
Additional Chef/Cook - \$30/hour

