



Special Event Contract

Forest Waters Club

21320 Water Wood Dr | Garden Ridge, TX 78266
www.ForestWatersClub.com
210.651.6505

Primary Contact

Alternate Contact

Primary Contact Phone Number(s)

Alternate Contact Phone Number(s)

Primary Contact Address

City, State Zip Code

Email Address

Referred By

Event Date:

Type of Event:

- Wedding & Reception
Wedding Ceremony
Reception Only
Private Party
Rehearsal Dinner / Brunch
Business Meeting / Seminar
Small Party / Shower / Wake
Pool Party
Other:

Space Rented:

- Duck Blind \$2,000 (4 hours)
Dining Room \$1,000 (4 hours)
Courtyard \$300/ hour
Sunroom / Deck \$100/ hour
Swimming Pool \$200/ hour
Other:

Select One:

- Member as of:
Non-member

Ceremony Start Time:
Event Start Time:
Event End Time:
Guest Count:

A non-refundable deposit equal to 33% of the total rental rate or \$500 (whichever is greater) is required to hold your date.

Table with 2 columns: Description, Amount. Rows include Space Rental, Security Deposit, Ceremony Chairs, Table Linens, Other Services, Prepaid Beverages, Security for Bar Service, and TOTAL AMOUNT DUE.

Method of Payment: Check Credit Card Money Order Other

Table with 5 columns: Credit Card Number, Exp, Type, Name on Card, Billing Address.

By signing below you agree to the Forest Waters Club Special Event Contract Terms & Conditions on the reverse side of this document:

Primary Contact Signature Date

Forest Waters Agent Date

Forest Waters Club Special Event Contract  
Terms & Conditions

To reserve the date and time requested, a non-refundable reservation deposit of 33% of the total rental amount or \$500 (whichever is greater) is required. This deposit counts toward your final bill. A personal check, money order, and all major credit cards are accepted for payment.

30 days prior to the scheduled event, the balance of the rental fee, along with the complete liquor, beer, wine, and soft drink order must be paid in full. At that time, the security and cleaning deposit of \$300 is also due. If the balance is not paid 30 days prior to your scheduled event, your deposit will be forfeited and your date will be released.

Additional rentals and purchases made under this contract must be paid for prior to the scheduled event. Items added on the day of the event will be deducted from the security deposit unless the amount exceeds the actual amount of the security deposit, in which case payment will be required.

**No alcoholic beverages may be brought onto the Forest Waters Club premises.**

Beer, wine, liquor and soft drinks must be purchased from Forest Waters Club and served by a staff member. Should any of these items be brought onto the premises by you or your guests, the security deposit is subject to forfeiture.

Alcoholic beverages may not be served after midnight. Events should end by 11:00 PM unless pre-approved by the manager. Events that exceed 11:00 PM for any length of time will be charged an additional fee of \$250.00.

**The basic fee is based on a four hour time frame.** Additional hours or any portion thereof will be charged at a rate of \$250.00 per hour. Wedding ceremonies when conducted for a different facility or on the grounds, as well as set up and decorating time are not part of the four hour contract period.

Basic rental price includes the designated rooms, tables, chairs, bartender, taxes, fees and regular cleanup/reset. Chairs for wedding ceremonies are not included. Prices do not include food, drinks, alcohol, security or any other rental items.

**Cancellation Policy**

Once the reservation deposit has been received, your event is scheduled on the master calendar, thereby preventing this date from being taken by someone else. Cancellations and postponements sometimes occur, and are subject to the following refund schedule. All notifications should be in writing from the individual who made the initial deposit.

- Notice in writing 30 days or more from the scheduled date - reservation deposit made to hold the date is forfeited.
- Notice in writing less than 30 days from the scheduled date - total amount paid to date will be forfeited except for the refundable security deposit.

For the purposes of this policy, the terms "cancellation" and "postponement" are synonymous, and the effective date of notice is the date the document is received at the Forest Waters Club. Club Manager's discretion will prevail.

Should any damage occur to the club, its furnishings, or equipment, the rentee will be responsible for payment of damages. The rentee will be notified of such damage verbally to be followed by written notification of damages and costs involved within ten (10) working days of the event.

The rentee promises to abide by the decorating rules and guidelines.

The rentee agrees that they are responsible for any and all damages done by the caterer or food service personnel. Trash from food service is to be removed from kitchen area by the caterer. A \$25 fee will be assessed if Forest Waters Staff must carry off the caterer's trash.

Forest Waters Staff is allowed up to five servings of food from your event - not to be consumed in public view.

Binding Arbitration: Should any dispute arise over the terms of this contract, both parties agree to Binding Arbitration as set forth by the Generally Accepted Arbitration Practices.

Forest Waters Club is not responsible for lost or stolen items before, during or after your event. Forest Waters Club is also not liable for injury, accidents or death for you or guests of your event.

There are no verbal agreements - all agreements shall be in writing and signed by both parties with the manager's signed approval.

Forest Waters Club reserves the right to evict any person(s) who engage in unlawful or unruly behavior. Forest Waters Club management has sole discretion on these matters.

**Forest Waters Club Decorating Guidelines**

When you book your event at Forest Waters Club, we encourage you to decorate our facilities to make them as attractive as possible. Forest Waters staff will be happy to provide suggestions and render whatever assistance we can. There are, however, certain guidelines we ask that you be aware of concerning decorating.

1. Confetti, shredded tinsel and glitter are strictly prohibited from being used, as they are very difficult to remove from table linens and the carpet. **If any of these products are used, there will be an automatic additional \$100.00 cleaning fee assessed, and deducted from the security deposit.**
2. All candles must be either floating, or contained in a holder that catches the wax, as compared to allowing the wax to drip down the side and onto the tablecloths. Because of the six heating and air conditioner units, as well as the ceiling fans, tapered candles as a rule do not work very well. Ask the staff for recommendations. **There will be a minimum charge of \$10.00 per tablecloth stained or burnt as a result of candle wax.**
3. Champagne fountains are not permitted unless used for non-alcoholic beverages.
4. Birdseed and rice are not permitted to be thrown. Real rose petals and bubbles are permitted for the bride and groom's exit when used outdoors. Bubbles used on or near the wooden dance floor create a safety issue.
5. Live bird and/or butterfly releases after a ceremony outside are permitted but the Manager prior to the event should review these arrangements.
6. Directional signs, balloons, etc. directing your guests to the Club **are not permitted** in the City of Garden Ridge. Any signs you put up will be removed by police, and you may be issued a citation, as this notice - which you have acknowledged receipt of - has advised you of the sign prohibition. **If all signs are not removed within 24 hours, a \$50 deduction will be made from your security deposit.**
7. Tablecloths must be used on all tables in all rooms. **No exceptions.**
8. Hot pads must be used under all hot dishes, especially under all electrical equipment and chafing dishes.
9. The pool table must be covered with the custom wood cover and cloth. If it is used as a pool table, the individual whose name appears on this contract assumes full financial responsibility for the pool table and cue sticks.
10. The piano is not to be moved. If the television is to be moved, please ask Forest Waters staff to move it for you.
11. Use of staples, floral tape, floral putty, masking tape, hot glue, duct tape and other similar instruments are prohibited.
12. **Nothing** is to be hot glued to any Forest Waters material or property.
13. Any balloon centerpieces **must** be secured to the table by some weighted objects. If not, they may become entangled in the ceiling fans causing damage.
14. As a general rule, all decorations should be removed from the facility at the end of the event. A \$50 per day fee (\$250 max) will be assessed if items are left at the Club more than 24 hours after your event. The Manager may approve exceptions to this policy prior to the event.
15. Loudspeakers and sound equipment are not permitted outside or on the balcony, except for wedding ceremonies. All DJ's or bands must function inside the building.
16. Decorations **may not** be placed on the handrails of either of our staircases. No exceptions.
17. Forest Waters Club assumes no responsibility for theft or damage to personal or rented property that is brought in for an event. If you rent lawn chairs for your event from a third party, be clear about requirements for sorting, stacking and loss before signing any contracts.
18. **Smoking is not permitted inside any buildings at any time.**