



## **EVENT AGREEMENT**

We would like to thank you for choosing the Philipsburg Elks Lodge & Country Club. We will work with you to the best of our abilities to provide an event experience tailored to your needs. As good communication is vital to ensuring we fulfill your event needs, the attached Event Timeline will help us meet your expectations.

The Philipsburg Elks Lodge & Country Club and you agree that this contract and any attached schedules constitute the full agreement between you and The Philipsburg Elks Lodge & Country Club. Any changes, alterations or additions to this agreement and the accompanying schedules are only valid if in writing and signed by an authorized representative of The Philipsburg Elks Lodge & Country Club. Only authorized managers of The Elks Lodge & Country Club have the authority to approve any changes to this agreement and the attached timeline.

By signing this agreement, you agree to the following:

The Philipsburg Elks Lodge & Country Club will not close its facilities to the general public or club members for your event and will continue the normal operations of its restaurant during the course of your event or function. Throughout your event, you and your guests agree to be considerate of our members and other guests. The Philipsburg Elks Lodge & Country Club reserves the right to remove from our premises anyone causing excessive noise or disruptive behavior that impacts the experiences of any of our visitors, members, guests or staff.

Room Charges apply to event reservations. The amount of these charges is dependent on the location of your event, the extent to which some of our facilities must be closed to other Philipsburg Elks Lodge & Country Club guests and members as well as the degree of setup necessary to meet your event's requirements. The specific charges for your event will be outlined in the attached schedule. Any later changes you make to your arrangements and setup may result in an increase to these room charges at the sole discretion of the Philipsburg Elks Lodge & Country Club.

Preliminary estimates of charges are indeed estimates. **Specifically, all menu prices are approximate estimates and will not be final until the date indicated on the Event Timeline.** All prices in these estimates are subject to correction, change or modification due to market functions, clerical errors, or omissions and other circumstances beyond the Philipsburg Elks Lodge & Country Club's control.

Final charges for your event will include any losses due to theft, vandalism or other damages to the Philipsburg Elks Lodge & Country Club's property caused by you, your guests, your vendors, or your contractors.

You and your guests, vendors and contractors are not entitled to remove food, wine, or alcoholic beverages from the designated area(s) of your event or function.

Any outside vendor or contractor you wish to use while on the premises must be approved thirty days in advance by The Philipsburg Elks Lodge & Country Club. Please note commercial vehicles are not allowed to travel on the Philipsburg Elks Lodge & Country Club lawn or golf course. Absolutely no alcohol, beverages or food can be brought on the facility for any event. The only exception is for cakes or pastries.

The Philipsburg Elks Lodge & Country Club will not hold or reserve a date and time for your event until the Event Agreement and the Event Timeline have been signed and returned to the Philipsburg Elks Lodge & Country Club along with the rental in the amount due for specific area. The final head count will also be due two weeks in advance in order for proper preparation for your event. Approximate number of guests in attendance will be \_\_\_\_\_.

This Event Agreement may be cancelled within thirty (30) days written notice by either party. If your cancellation is received within thirty (30) days, your rental will be refunded. A refund of your rental will also be issued if the Philipsburg Elks Lodge & Country Club cancels your event. If you fail to meet the requirements outlined in the attached Event Timeline, your rental will not be returned to you.

You assume, release, and agree to protect, save harmless, defend and indemnify the Philipsburg Elks Lodge & Country Club and its officers, shareholders, employees, agent, and representatives, from and against all claims, judgements, damages, penalties, costs, liabilities (including sums paid in settlement of claims) or loss (including reasonable attorney(s) (fees) which arise from, out of or in connection with you and your guests' use of the Philipsburg Elks Lodge & Country Club facilities for the event described on the attached Timeline. Without limiting the foregoing, the indemnification provided in this section shall specifically cover costs incurred in connection with any injury to you or any of your guests.

I, the undersigned, \_\_\_\_\_, am the responsible party for the event to be held at the Elks Lodge & Country Club. I have read the policies and guidelines included in the Event Agreement and the Event Timeline and agree to the terms and conditions of the same.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date of Function or Event

\_\_\_\_\_  
Time of Day

Location of Event: Lodge Room \_\_\_\_\_  
Grill Room \_\_\_\_\_

Pavilion \_\_\_\_\_  
Patio \_\_\_\_\_

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

The Philipsburg Elks Lodge & Country Club