

Gilroy Lodge on the Hill Facility Use Terms and Conditions

Deposit Requirements

Room reservations are considered tentative until the Lodge receives a signed copy of this agreement with the required deposit. The Valley View room deposit is \$1,000.00, the Mt Madonna Room deposit is \$500.00 and the Vineyard room deposit is \$200, if rented separately from the Valley View Room. All deposits are NON-REFUNDABLE if the event is cancelled. The full deposit will be applied to the final bill.

Confirmation

Reservations will be held for two weeks pending receipt of the deposit and signed agreement. Reservations that are not confirmed in this time will be considered cancelled. Gilroy Lodge on the Hill will have no further obligation to the client to reserve the room and will be free to accept other business for the date.

Facility Fees/Event Hours

The following charges will be applied to the bill.

All events are scheduled for 5 hours and no event shall go past midnight

Overtime for all rooms can be purchased for \$200 for ½ hour or \$300 per hour.

Valley View Room Rental Rates Start after 1:00pm

Monday through Thursday \$1,200

Friday through Sunday \$1,600

Luncheon Events (no more than 2 hours, 11:00am to 1:00pm)

Room Rental is a negotiated hourly rental rate plus \$120 cleaning fee

Vineyard Room Rental Rates

Room rental included when Valley View room is rented

When rented separately, \$150

Mt Madonna Room Rental Rates

Monday through Sunday \$500

Luncheon Events (no more than 2 hours, 11:00am to 1:00pm)

Room Rental is \$300 plus \$120 cleaning fee

Guarantee

Certain charges such as for food depend on the number of attendees. An estimated attendance count must be provided with the signed contract. A Final Minimum Guarantee must be provided EIGHT BUSINESS DAYS BEFORE THE EVENT. The final guarantee CANNOT be lowered due to the purchasing and staffing requirements of Gilroy Lodge on the Hill. Gilroy Lodge on the Hill will be prepared to serve and set the room for five percent (5%) above the final guarantee. Those served above the final guarantee will be charged accordingly. In the event that the client gives no final guarantee, the original estimated attendance would become the final guarantee.

Payment

Non-refundable installment payment of 33% of the total billing is due ninety (90) days prior to the event. The remaining balance is due EIGHT (8) BUSINESS DAYS BEFORE THE EVENT. Cashier checks & money orders are the acceptable and preferred methods of payment. Any additional charges incurred will be due at the conclusion of the event. Failure to adhere to the payment schedule could result in cancellation of the event.

Service Charges and Taxes

A 15% service for buffet service and 18% for seated dinner service and the current rate for sales tax will be charged to all food and beverage service. The service charge is subject to state sales tax (California State Board of Equalization Regulation #1603).

Prices

Prices remain subject to change. Prices will be confirmed 3 months in advance upon receipt of the 33% installment.

Security

Security is MANDATORY for all events. Gilroy Lodge on the Hill can provide the names and phone numbers of approved local security companies for the client to arrange. Security must be provided beginning with the start time of the event until the last guests have departed the property. The client is responsible for payment of the security fee. Gilroy Lodge on the Hill is not responsible for the damage or loss of any personal property prior to, during or after a function at the Gilroy Lodge on the Hill. The client is responsible for any damage to the property of Gilroy Lodge on the Hill caused by guests of their event.

Outside Food and Beverage

Due to State Health Department and Alcohol Beverage Control Laws and regulations, all food and beverage must be prepared and served by our staff. Outside food is not permitted to be brought in. At the conclusion of the event, all food and beverages remains the property of Gilroy Lodge on the Hill. Exceptions to this section are wedding cake and candy.

Decoration

All floral arrangements, centerpieces, and other decorations must be approved by Gilroy Lodge on the Hill and must meet current fire and safety regulations. Access to the Valley View or Mt Madonna Rooms will be allowed for three (3) hours prior to the event for decorating. All decorations must be removed at the conclusion of the event or by special arrangements. Nothing may be affixed to the walls, windows, ceilings, furniture, fixtures or any other property unless approved prior to the function. The following decoration or party favor items are not permitted inside or outside; glitter, liquid bubbles, rice, birdseed, confetti or similar types. Open flame are not permitted whether enclosed in glass or not. The client will pay costs of any repair or cleanup needed as a result of unauthorized decorations or party favor items. This charge will be on the final bill.

Alcoholic Beverage Service

Gilroy Lodge on the Hill reserves the right to refuse service of alcoholic beverages to any person in attendance for any reason. All guests must have in their possession a valid identification to consume alcoholic beverages. In accordance with California State law no person under 21 years of age or obviously intoxicated will be served alcohol. No guest may bring their own alcohol to Gilroy Lodge on the Hill. Alcohol is NOT permitted outside the facility nor permitted to be consumed in the parking lot. Any guest violating the California Alcohol Beverage Laws or Gilroy Lodge on the Hill Alcohol Policy will be asked to leave the facility. An exception to this section, any outside wine brought into the facility must be opened by the Gilroy Lodge on the Hill bartender staff and current corkage fees will be charged. (Bartenders will affix a sticker to show corkage fee has been paid)

Open or Hosted Bar

The client can choose the beverages. The charge for the open bar is \$25 per bartender per hour plus the cost of the beverages consumed. The minimum period for an open bar is two (2) hours.

Cash or No Host Bar

If beverage revenue for a cash bar is less than \$125 per bartender, then the gap between the revenue and the \$125 per bartender will be on the final bill. The client can select certain beverages being free for guests. In that case the bartender will keep track of those free beverages for addition to the bill. The minimum period for a cash bar is five (5) hours.

The Gilroy Lodge on the Hill can provide a list of beverage charges before the event.

Parking

Parking in the front portico is permitted only for the loading and unloading of passengers. Handicap parking spaces are located on the north side of the building

Linen (Table Cloths, Chair Covers & Sashes, Napkins)

Gilroy Lodge on the Hill is pleased to provide a variety of linen choices to enhance your party. Prices are available on quote.

Seating

Standard seating arrangements are for round tables of eight (8). We do have a limited supply of round tables which seat 10 and rectangular tables which seat eight (8).

Date of Event: _____

Event Time or Hours: _____

Name of Event: _____

Requested room: _____, Current plans are for these facilities to be available at the requested time.

Approved By: _____ Date: _____

Reviewed By: _____ Date: _____