



Greetings,

Thank you for considering Spirit Hollow the home of Burlington's warmest hospitality for your upcoming event.

Spirit Hollow has everything you need to make your event memorable. From the #1 Best Course You Can Play and spacious Lodge and Cabin accommodations, to our open-air G.G. Conn Pavilion and the brand new Shankopotamus Golf Academy you'll find the space, accommodations and activities you need at a price you can afford.

We specialize in hosting weddings, corporate meetings, special family events, retreats, seminars and golf outings, serving up the right space, great food and warm hospitality. Our Meeting & Event space can accommodate groups from 20 to 144. Our largest space, the G.G. Conn Pavilion, can entertain up to 120 guests for an event or 144 players in your golf event.

Additionally, we also have special weekday- and daytime-only meeting rates for those that just need a place to gather, but don't require a large amount of food and service assistance. Our team of planners is happy to discuss this option should it meet your needs.

When it comes to events, we don't like surprises and suspect you won't either. To help make your decision to choose Spirit Hollow easier, we are providing a complete packet of information, including Menu information, Terms & Conditions, Room Pricing and our Reservation Agreement.

It is never too early to begin planning your event. So, once you've had a chance to review these materials, let's schedule a phone call or in-person meeting to answer any questions, give you a tour of the facilities and get down to the business of finalizing the details of your special day. I can be reached at 319.752.0004 ext. 3 or via email at scott@spirithollow.com.

Regards,

Scott Glendening
Executive Chef

SPECIAL EVENT PLANNING, POLICIES & PROCEDURES

Our event planning team has lots of experience, having planned over 160 weddings, countless business meetings, holiday parties, special family events and golf outings. To help you get started, they offer the following advice:

TIPS FOR PLANNING YOUR EVENT

1. **Start the process early.** Popular venues are booked months in advance so the sooner you have your date, the better chance you'll have to securing the venue you want.
2. **Know the style of your event.** Being able to share the style of your event, e.g., elegant, casual, etc. is most helpful for the planner to provide suggestions for room layout, food, beverages and decorations.
3. **Establish a Primary Contact.** Decisions by committee don't typically work out well, so it is best to have one person as the primary contact for the event venue.
4. **Set your Budget.** Events can be simple or extravagant and that is typically determined by your budget. Be prepared to share what you plan to spend as it will help the event planners make recommendations to stay within your budget.
5. **Read & Understand the Venue Policies.** Events require contracts so be sure that you clearly understand all the terms and conditions before you sign on the dotted line.

Securing Event Space at Spirit Hollow

Below is a list of items we will need from you to reserve the date and space for your event:

1. A completed and signed Reservation Agreement
2. A **non-refundable deposit of \$500.** This amount will be credited to your ending balance if there is no damage to the facility while in use. If you choose to cancel the event up to 30 days prior to the reserved date, your deposit will not be refunded.
3. Event information including the name of the event, date, time, number of guests and primary contact person information (name, email, address and phone number)

Room Rental Fees & Minimums

G.G. Conn Pavilion - With a minimum food and beverage purchase of \$500, room rental is \$300 for parties of 1-75 guests and \$450 for parties of 76 or more, plus your food and beverage choices. Room rental without food and beverage purchase is \$500 for parties of 1-75 and \$650 for parties of 76 or more.

G.G. Conn Pavilion Holiday Rates - With a minimum food and beverage purchase of \$1,000, room rental is \$600 for parties of 1-75 guests and \$900 for parties of 76 or more, plus your food and beverage choices. Room rental without food and is not offered.

Shankopotamus Golf Academy at Lambo's (SGA) - Room rental rates are by the hour and require food and beverage purchases for your event. Toptracer bays and the family dining area rate minimums are \$1,000 for 3 hours and \$300 for each additional hour. Rental of the entire SGA facility, including Lambo's and the Patio minimum is \$2,000 for 4 hours and \$500 for each additional hour. Daytime rental rates vary so speak with our Event Planner for minimums. A deposit of 50% of the estimated cost is due 30 days prior to the event with the balance due the day of your event. The SGA is not available for rentals on holidays.



EVENT RESERVATION TERMS & CONDITIONS

This agreement between _____ (hereinafter "Client") and Double Eagle Golf, Inc., dba Spirit Hollow Golf (hereinafter "SHG") provides for the reservation of space and/or food and/or beverages and/or golf event. Fully executed Event Reservation Agreement must be returned to: Scott Glendening | Spirit Hollow Golf Club | 5592 Clubhouse Drive | Burlington, IA 52601 | 319.752.0004 | scott@spirithollow.com

TERMS AND CONDITIONS

RESERVATION/DEPOSIT: When you request an event date, we will send you an Event Reservation Agreement. If you desire to secure the date, you must complete the Agreement and mail it back to us with a \$500 **non-refundable deposit**. (only applies if you cancel your event within thirty (30) days of the event date). At that time, we will confirm your room and date. Please note, the facility is available on a first-come, first-serve basis to those clients satisfying this requirement.

PRICE ADJUSTMENT: Fees for food and beverages may be subject to change at the sole discretion of SHG for Reservation Agreements executed more than six months in advance of the event. Prices are, however, guaranteed sixty (60) days prior to your function. Facility costs are guaranteed upon signed Agreement and deposit.

PAYMENT TERMS: Payment in full is due within fifteen (15) days of your event unless arrangements have been made with the Event Coordinator. If payment for your event is not within the fifteen (15) days of your event, your event will be charged an additional 20% late payment fee. Any deviation must be arranged with SHG's Event Coordinator.

Client initials _____ SHG initials _____ Date _____

CANCELLATION: Should the Client cancel this agreement within thirty (30) days of the event date, any and all deposits and rents paid will be forfeited and kept by SHG as damages. The Client shall immediately pay any reimbursable expenses incurred by SHG in connection with the event. Cancellation shall be an event of default.

FOOD & BEVERAGE: All food shall be supplied as defined in the Reservation Agreement. All beverages shall be supplied and served by the SHG staff or contracted services. SHG recommends that neither the Client nor his or her guests remove any food or beverage from the event. However, if this does occur, Client and his or her guests indemnify and hold harmless from any liability SHG, its agents and/or assignees. No outside food or beverages are allowed. All beverages, including specific wine, beer, refreshments can be ordered through SHG. In the case of bakery items, all outside desserts must be ordered through a licensed baker. Items such as wedding cakes, need to have specific, detailed lists of items to be retained for the baker. SHG not be responsible for return of those supplies without written instruction. All food, beverages, rental and miscellaneous catering arrangements will be subject to applicable taxes and an 18% service charge.

GUEST GUARANTEE: To insure the complete satisfaction of your guests, SHG requires all final menus and arrangements be received by the Chef or assignee fourteen (14) days prior to the function. A guaranteed number shall be received by SHG or assignee seven (7) days prior to the function. If the guaranteed number is not received, the expected number detailed on the contract will be used for billing. Groups of less than twenty (20) may be accommodated with restricted menu selections.

EVENT SET UP: Unless previous arrangements with the Event Coordinator have been made, the facility will be prepared and ready two (2) hours prior to the event. SHG will have tables, chairs and linen set up prior to this time.

THEFT & DAMAGES: Client agrees to be responsible for any damages or theft to the premises, its furniture, fixtures, equipment and table accessories by any Client, its guests or other third parties employed by Client. SHG is not responsible for any personal property, which Client or his or her guests bring onto the premises for the event.

ASSIGNMENT AND SUBLETTING: Client shall not assign or sublet this Agreement or any part thereof without the written permission of SHG. Such permission may be withheld by SHG for any reason, at its sole discretion.

PROOF OF INSURANCE: Client will furnish general liability coverage for bodily injury and property damage with minimum limits of \$1,000,000. Double Eagle Golf, Inc., its successors and assignees shall be named as an additional insured for this event. A Certificate of Insurance will be furnished to SHG upon request.

MINIMUM AGE: Client shall be at least twenty-one (21) years of age and shall be present during the reserved event.

DECORATIONS: You are encouraged to tour the event space at SHG prior to planning your decorations. No screws or nails are permitted in the facility. Use of candles are permitted, provided they are in an enclosed container (no open flame). **Use of glitter, confetti or related material is not allowed.** Any questions regarding decorations must be directed to SHG's Event Coordinator for review.

OTHER: The facilities are smoke free. Appropriate attire, including shirts and shoes, must be worn in all SHG facilities. Management shall be the judge as to what is considered appropriate. Hired entertainment must abide by all House Rules. Any group requiring special set-up or other services may incur additional charges.



EVENT RESERVATION AGREEMENT

PLEASE NOTE: Check out time shall be 12:00 midnight for all events.

This fully-executed Event Reservation Agreement and accompanying "Terms and Conditions" (TOC) between _____ (hereinafter "Client") and Double Eagle Golf, Inc., dba Spirit Hollow Golf (hereinafter "SHG") provides for the reservation of space and/or food and/or beverages and/or golf for the event detailed below. Mailing address: Spirit Hollow, 5592 Clubhouse Drive, Burlington IA 52601. Phone: 319.752.0004

Facility Reservation

G.G. Conn Pavilion The Claret Jug Lambo's Golf Course Shankopotamus Golf Academy

Event Information

NAME _____

DATE _____ TYPE _____

EXPECTED NUMBER OF GUESTS _____

PRIMARY CONTACT _____

EMAIL _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBERS

WORK _____ CELL _____ HOME _____

ARRIVAL TIME _____ SOCIAL _____ DINNER _____ DANCE _____

DEPARTURE TIME _____ DJ NAME/PHONE _____

DEPOSIT AMOUNT _____ DATE RECEIVED _____ Check Credit Card

Shankopotamus Golf Academy (SGA)

AREA RESERVED Family Dining Area Lambo's Entire SGA Facility

NO. OF BAYS NEEDED _____ Start Time _____ End Time _____ Bays Reserved _____

Bar Service

BARTENDER _____ TYPE OF BAR Host Cash Ticket

NO. OF KEGS _____ TYPE OF KEGS _____ PAYING _____

CHAMPAGNE _____ SODA _____ PUNCH _____

CHINA/STEMWARE _____ LINENS _____ NAPKINS _____

TOAST Before Eating After Eating None OPEN BOTTLES Client SHG

Table Requirements

HEAD	Type _____	Location _____	Number _____
GIFT	Type _____	Location _____	
CAKE	Type _____	Location _____	
REGISTRATION	Type _____	Location _____	
PUNCH	Type _____	Location _____	
PARTY FAVOR	Type _____	Location _____	
PHOTO BOOTH	Type _____	Location _____	

Service Items

Microphone
 Podium
 Screen
 TV/VCR
 CD/Sound System

Food Service

Buffet
 Sit Down

Menu Selections

Meat Choices	Side Choice	Salad Choice	Price _____
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

Hors d'oeuvres

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Acceptance of Terms/Insurance Requirements

I have read the terms and conditions and agree to the contract as stated above. I will provide proof of general liability coverage for body injury and property damage with a minimum limit of \$1,000,000. SHG agrees to reserve the above date for the Client's event upon execution and return of this agreement and receipt of appropriate payments.

Accepted by Client

Accepted by Spirit Hollow Golf

SIGNATURE _____

SIGNATURE _____

PRINT NAME _____

PRINT NAME _____

DATE _____

DATE _____