



601 South Lumina Avenue
Wrightsville Beach, NC 28480
910.256.2726

P. O. Box 434
Wrightsville Beach, NC 28480

Party Contract (Revised March 2020)

Part I. This contract must be completed and the nonrefundable reservation fee paid in order to reserve any part of the facility. A contract is required for all parties regardless of size or location. The Member, Host, and Manager will meet to complete Part I of the contract at booking. NOTE: Parties cannot prevent members from using the facilities- including porches on the first or second floor or the snack bar area. Smoking (cigarettes, cigars, and electronic cigarettes, etc) is not allowed in the Hanover Seaside Club building or on the porches, in the snack area, or any other covered areas under the club building”.

Note: Hanover Seaside Club Party Policy (HSC Policy #6030) is subject to change at any time by the Board. All events are subject to approval by the Club Manager. The Manager will retain the original of this contract. A copy will be supplied to the Chef, sponsoring member, host, bookkeeper, and Operations Committee Chair.

Member/Sponsor Name _____

Host Name (if not a member) _____ E-mail: _____

Host Address _____ Phone _____

Date of Event _____ Location of event _____

Event Type _____ Time of Event _____ Approximate # To Attend _____

Non-refundable Room Reservation Fee _____ Date Pd _____

I have read the Party Policy (HSC Policy #6030), understand my responsibilities, and agree to all terms and conditions herein.

Member Name Printed

Member Signature

Date

Host Name Printed (if not member)

Host Signature

Date

Manager Name Printed

Manager Signature

Date

Date data entered into Jonas

Signature of person entering data

Part II. This part must be completed for parties in the dining room when the menu is selected – no later than 30 days prior to the event. A 50% food deposit must be paid by the sponsoring member on the day the menu is agreed upon with the Manager, Chef, and Host. The exact number of attendees and remaining catering fee must be paid by the sponsoring member fourteen (14) days prior to the event. For events in the Snack Bar area, no set up, linens or dishes will be provided. The Club will have first refusal on catering. If the Club is to cater, please fill out the section on food. If food is provided, this part of the contract will be completed with the Manager, Chef, Member and Host.

1. Have you hired an event planner? _____ If so, Name: _____ Contact# _____

2. At what time should the room be set up? _____

3. If you have a florist or decorator _____ If so, Name: _____ Contact # _____
What time will they arrive to set up _____

4. Will you have a band/DJ? _____ Band/DJ: _____ Contact#: _____
What time will they arrive to set up? _____

5. Will a cake be delivered? _____ If so, baker and contact number:
Baker: _____ Contact# _____ What time will it be delivered? _____

6. Will a photographer be hired? If so, Name _____ Contact # _____
What time will the photographer arrive? _____

7. Only tables and chairs are provided. (Table linens, dishes, silverware, glassware, etc. will not be provided.)
Rental company? _____ Time of arrival? _____

8. At what time will guests arrive? _____

9. What time would you like food served? _____

10. Will you serve alcohol? _____ Beer, wine, and/or mixed drinks _____

11. The Club has one bar. Where would you like the bar set up? _____
If you have a large number of guests, would you like an additional table set up for beer/wine? _____
Where? _____ What time will the bar open? _____

12. No glassware is allowed on porches or in the snack bar area. Initial: _____

13. For all parties, please provide the name and cell number of a contact in case questions arise the day of the event.

Name: _____ Contact#: _____

14. What menu items have you selected? _____

15. Please note any special requests. _____

Approximate Number to Attend _____

Price per Person _____

Catering Total _____

Tax _____

Subtotal _____

18% Gratuity _____

Total _____

Food Deposit Amount (50%) _____ Date Pd _____ Balance Due 14 days prior _____

Member Signature _____ Host Signature _____

Manager Signature _____ Chef Signature _____

Date data entered into Jonas Signature of person entering data

How would you like the area set up? Explain in detail – a diagram is helpful.

Part III. This part must be completed when the final payment is made – no later than 14 days prior to the event. If there is no change in numbers, the totals above will be used.

Guaranteed Number to Attend _____

Price per Person _____

Catering Total _____

Tax _____

Subtotal _____

18% Gratuity _____

Total _____ Less Deposit Paid _____ Total Due _____

Date Paid Member/Host Signature Manager Signature Chef Signature

Date data entered into Jonas Signature of person entering data