



**EVENT CONTRACT**

The Lake Charles Country Club is pleased to confirm your catered event reservation. In order to complete your reservation, please include a deposit check in the amount of **\$500**. The deposit is fully refundable up to 90 days prior to the event, and 50% of the deposit refunded if canceled within 90 days on or before 30 days prior to the booked event, and no refund if the event is canceled within 29 days of the booked event. This deposit will be used against your account balance. In the event of extensive damages to the facility, a **\$300** fee will be added to your final bill. **Please initial** AXM The LCCC also requires a food minimum of no less than \$20.00++ per person for all events. **Please initial** DXM You will be charged a fee of **\$500** for the use of the Ballroom. Please be aware that any event running past four hours will be charged an overtime fee at the rate of \$300 an hour. **Please initial** AXM All menus and floor plans must be approved and solidified a week in advance or you will incur extra set up charges and/or fees applicable to changing a menu. **Please initial** AXM Cancellations should be made in writing; if a cancellation is made by telephone it must be made with the Catering Director or the General Manager only. Please review the information below.

**Contract must be signed by the Host and Member sponsor. Return this form along with the deposit to the Lake Charles Country Club. Menu selections must be finalized no later than 14 days prior to the event and a final head count and approved floor plan 5 days prior to the event. Please initial** DXM

**A 20% service charge and 10.2% tax will be added to the final bill. Payment is due within 30 days of receiving the statement. Check or money order only, all NSF checks will incur a charge of \$25.00. A finance charge of 1½% will be added to all past due balances. If payment is not received within 30 days, the sponsoring member will be held responsible for payment.**

**\*\*\*Credit Card Payments not Accepted\*\*\***

**\*\*Food Prices Subject to Change without notice\*\***

Name of Event: SWLAR Board Luncheon Time: 11:00 am

Date of Event: January 21, 2020 Number of Guests: 175 average

Host/Contact: April Manuel Phone: 337-577-2585 Fax: 337-477-3973

Billing Address: 791 E. Bayou Pines, L.C 70601

Member Sponsor: Scott Moffett Member Number: \_\_\_\_\_

Type of Event:  Member  Luncheon  Dinner  Meeting

Non Member  Banquet  Wedding Reception  Golf

E-mail: april@swlar.com

Host Signature: X [Signature] Date: 12/23/2020

Please Print Member Sponsor Name Scott Moffett

Member Sponsor Signature: X [Signature] 1/6/20 Member # \_\_\_\_\_

**The above-signed member understands and acknowledges that he or she is unconditionally bound in solido for payment in full of all Club charges incurred in conjunction with same.**



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E-mail: april@swlar.com

Host Signature: X [Signature] Date: 12/23/2020

Allyce Sene - President  
Please Print Member Sponsor Name Scott Moffett

Member Sponsor Signature: X [Signature] Date: 1/6/20 Member # \_\_\_\_\_

**The above-signed member understands and acknowledges that he or she is unconditionally bound in solido for payment in full of all Club charges incurred in conjunction with same.**