



## The LODGE at Spirit Hollow in Burlington, Iowa Special Events Policies & Procedures

The LODGE at Spirit Hollow is surrounded by the award-winning Spirit Hollow Golf Course, ranked as the #1 Best Course You Can Play in Iowa by Golfweek. Its beauty and elegance are something to behold. The LODGE, CABINS and the G.G. Conn Pavilion, along with LAMBO’S, The Claret Jug, and the new Shankopotamus Golf Academy provide the facilities to meet your needs while our dedicated team provides the warm hospitality and professional service to make your day a memorable and wonderful one.

With these options at your disposal, we are able to handle groups from 20 to 144. Our Pavilion has an event capacity of 120 people and 144 guests for golf events. This packet contains information regarding menus, terms and conditions, pricing and a reservation agreement. Whether you are hosting a wedding, company meeting, graduation, retreat or a golf outing, we hope you will consider Spirit Hollow.

It is never too early to begin planning your function. After you have reviewed these materials, please give us a call and we would be glad to meet with you to answer any questions and help plan your event. Our experienced staff has hosted countless business meetings, holiday parties, golf outings and weddings in our 25+ years of managing facilities.

Rates, deposits, requirements and capacity information is as follows:

### **G.G. Conn Pavilion – Seats up to 120 guests**

- Pavilion rental available from April 1 – October 31.
- Requires a \$700 deposit, credit card on file and signed contract to secure the date.
- Final bill will include respective room rental charge, plus food and beverages charges.
- Room rental charge: Up to 50 guests - \$300 | 51-75 guests \$500 | 76 – 120 guests \$650

### **The Claret Jug – Seats up to 36 guests**

- Claret Jug rental available from April 1 – October 31
- Requires \$300 deposit, credit card on file and signed contract to secure the date.
- Final bill will include room rental charge of \$100, plus food and beverage charges.

### **Shankopotamus Golf Academy – Seats up to 150 guests**

- Requires a \$700 deposit, credit card on file and signed contract to secure the date.
- Final bill will include respective room rental charge, plus food and beverage charges.
- Package options include:

#### **Entire Toptracer Range & Dining Room Rental**

Two hours - \$1,200  
 Three hours - \$1,550  
 Four hours - \$1,900

#### **Entire Facility Buyout**

Four hours - \$2,050  
 Five hours - \$2,400  
 Six hours - \$2,750

#### **Party Zone Rental**

Room rental - \$300  
 Shankopotamus Golf Suite  
 rental ala carte pricing

*Rates may differ for holidays. All posted rates are subject to change on holidays or without notice.*

Thank you for your interest in Spirit Hollow. We are here to make your special day the best it can be.

Jayson Wulf, Director of Hospitality  
[jwulf@spirithollow.com](mailto:jwulf@spirithollow.com) | 319.752.0004 ext. 2

**The LODGE at Spirit Hollow  
Reservation Agreement  
Burlington, Iowa**

This agreement between \_\_\_\_\_ (hereinafter "Client") and Double Eagle Golf, Inc d/b/a Spirit Hollow Golf (hereinafter "SHG") provides for the reservation of space and/or food and/or beverages and/or golf for the agreed upon event. Mailing address: Spirit Hollow, attn: Carmen Smith, 5592 Clubhouse Drive, Burlington, IA 52601 Phone: 319.752.0004

**TERMS AND CONDITIONS**

**RESERVATION/DEPOSIT:** When you request a date you will be sent this Agreement. If you desire to secure the date, you must complete the Agreement and mail it back to us with the applicable deposit. At that time, we will confirm your room and date. 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 those Reservation Agreements executed more than six months in advance of the event. Prices are, however, guaranteed 60 days prior to your function. Facility costs are guaranteed upon signed agreement and deposit.

**PAYMENT TERMS:**

- We require a final headcount and food menu 7 days prior to your scheduled event.
- Full payment for the event is due 7 days prior to your scheduled event.
- If full payment is not received 7 days prior to your event date, the date will be forfeited and the credit card held on file will be charged immediately.
- Any additional charges incurred during the event must be paid on the day of the event or the credit card on file will be charged the following day.
- We accept payment via check or credit card. **Credit card payments are subject to an 8% surcharge.**
- Any returned checks will be subject to a 10% surcharge.

Client initials \_\_\_\_\_ SHG initials \_\_\_\_\_ Date \_\_\_\_\_

**TAX EXEMPT EVENTS:**

If your event will be billed as "tax exempt" the appropriate tax-exempt form must be emailed to the Event Coordinator no less than 7 days prior to your event. If the form is not received by the start of your event, applicable sales tax will be charged at full value.

**CANCELLATION:** Should the Client cancel this agreement less than (30) thirty days prior to the event, 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. There is no outside food or beverages 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.

**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 SHG's written permission. Such permission may be withheld by SHG for any reason in 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 look at our facilities prior to planning your decorations. Due to the beauty and newness of our facilities, it will need very little decorating. No screws or nails are to be used on anything 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 decoration shall 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 this facility. Management shall be the judge as to what is considered appropriate. Hired entertainment must abide by the House Rules. Any group requiring special set up or other services may incur additional charges.

**CHECK OUT TIME: Check out time shall be 12:00 midnight for all events.**

**The LODGE at Spirit Hollow  
Reservation Agreement**

**Burlington, Iowa**

This agreement and attached "Terms and Conditions" (TC) between \_\_\_\_\_ (hereinafter "Client) and Double Eagle Golf, Inc. d/b/a Spirit Hollow Golf (hereinafter "SHG") provides for the reservation of space and/or food and/or beverages and/or golf for the following event. Mailing address: Spirit Hollow, attn: Scott 5592 Clubhouse Drive, Burlington, IA 52601 Phone: 319.752.0004

Reservation: G.G. Conn Pavilion \_\_\_\_\_ The Claret Jug \_\_\_\_\_ LAMBO'S \_\_\_\_\_ Golf Course \_\_\_\_\_ SGA \_\_\_\_\_

Party/Function: \_\_\_\_\_ Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_

Street \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

Phone Numbers (W) \_\_\_\_\_ (H) \_\_\_\_\_ (C) \_\_\_\_\_

Arrival Time \_\_\_\_\_ Social \_\_\_\_\_ Dinner \_\_\_\_\_

Dance \_\_\_\_\_ DJ Name/Phone \_\_\_\_\_ Departure Time \_\_\_\_\_

Expected Number of Guests \_\_\_\_\_ Type of Function \_\_\_\_\_

Deposit Received: Amount \_\_\_\_\_ Date Received \_\_\_\_\_ Check \_\_\_\_\_ Card \_\_\_\_\_

**Shankapotamus Golf Academy**

Family Dining Area \_\_\_\_\_ Lambos \_\_\_\_\_ Whole SGA \_\_\_\_\_

# of Bays Needed \_\_\_\_\_ Time Requested \_\_\_\_\_ Bays Reserved \_\_\_\_\_

**Bar**

Bartender \_\_\_\_\_ Type of Bar (Host, Cash, Ticket) \_\_\_\_\_

Number of Kegs \_\_\_\_\_ Type of Kegs \_\_\_\_\_ Paying \_\_\_\_\_

Soda \_\_\_\_\_ Punch \_\_\_\_\_ Champagne \_\_\_\_\_

Linens \_\_\_\_\_ Napkins \_\_\_\_\_ China/Stemware \_\_\_\_\_

Toast Before or After Eating \_\_\_\_\_ We/You Open Bottles \_\_\_\_\_

**Tables**

Head Table: Number \_\_\_\_\_ Type/Location \_\_\_\_\_

Gift Table: Type/Location \_\_\_\_\_ Punch Table: Type/Location \_\_\_\_\_

Cake Table: Type/Location \_\_\_\_\_ Party Favor Table: Type/Location \_\_\_\_\_

Registration: Type/Location \_\_\_\_\_ Photo Booth: Type/Location \_\_\_\_\_

**Service Items**

Microphone\_\_\_\_\_ Podium\_\_\_\_\_ Screen\_\_\_\_\_ TV/VCR\_\_\_\_\_ CD/Sound System\_\_\_\_\_

**Menu**

**Buffet**                      **Sit Down**

<b>Meat Choices</b>	<b>Side Choice</b>	<b>Salad Choice</b>	<b>Price</b> _____
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

**Hors d'oeuvres**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Other items:**

I have read the terms and conditions, and I agree to the contract as stated above. I have 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 including appropriate payments.

**Client**  
Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Date\_\_\_\_\_

**Spirit Hollow Golf**  
Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Date\_\_\_\_\_