



Specialty Cakes for Weddings, Rehearsal Dinners, Birthdays, Graduations, etc. may be brought into HLCC but must be approved by the Event Coordinator. _____

All food must meet minimums for the type and time of the event. _____

Food Menus must be finalized with OKCC Event Coordinator at least 1 month prior to the event. _____

Decrease in Food Quantities or Food Deletions may not be made within 3 weeks of your scheduled event. _____

Arrival Time and Serve Time for food are critical for your event. These times must be set in advance with the OKCC Coordinator. HLCC will not be responsible for the quality of the food for your event if the arrival or serve time is not met by the booking part host. _____

All food prices are subject to change at any time before final payment has been made to OKCC. _____

A 8% tax and a 22% service charge will be added to all food and beverage sales at OKCC. _____

The Host is responsible for informing all guests and entertainment that will be attending their event, about OKCC's acceptable attire. _____

The Event Host will be responsible for any damages made to OKCC property by any guests or outside vendors hired for your event. _____

OKCC is not responsible for any personal property that is left before or after the event date. It is your responsibility to remove all items brought into the Club at the end of your event. _____

OKCC shall not be held liable for any injuries sustained by your guests or injuries to contracted labor that is hired for the event. _____

Decorations including banners and signs are NOT ALLOWED to be hung from the draperies, walls, or mirrors. No confetti is allowed for use at OKCC, Violations of this policy may result in a fine equal to the cost of repair for any damages. _____

I have read and understand ALL of the information. I accept full responsibility for ALL incurred charges or damages relating to the Event being hosted at Oak Knoll Country Club.

Print Name

Date

Signature

OKCC Event Sales Manager

Date