



# Ellendale Country Club Club Function Agreement

Phone: 985-876-4392

3319 Hwy 311, Houma, La 70360

## ~ Accommodations ~

Ellendale is able to accommodate most any size event. Our facilities include the Main Dining Room, Casual Dining Room, cocktail lounge, patio and lawn areas. Function areas are assigned according to the number of guests, as well as special requirements for individual groups.

## ~ Special Request ~

In order to meet the needs of our diverse clientele, we are happy to customize any menu to your satisfaction.

## ~ Rental Fees ~

Rental fees for preparation of the facility vary according to the number of rooms.

### **Rental fees are as follows:**

Member Fee – Main Dining Room \$200.00, Casual Dining \$175.00, Cocktail Lounge \$300.00  
Entire Building \$600.00

Non Member Fee – \$500.00 per room or Entire Building \$1500.00

All functions must be held within a 4-hour duration. Any function held beyond this time will be subject to a premium of \$200.00 per hour rental plus additional bar charges.

## ~ Deposits and Billing ~

A non-refundable deposit of \$500.00 is required to reserve the space, date and time. No event is considered definite until a deposit is received and an acknowledgement is signed. This deposit will also act as a damage deposit. If no damage is incurred, the deposit will be credited to the balance of your bill. Fifty percent (50%) of your final cost must be paid five (5) working days prior to your function date. Full payment is due upon the completion of the event. A delinquent fee of \$50.00 per month will be charged to any account not paid within 30 days of completion.

## ~ Guarantee ~

A final guest count, or guaranteed number, will be required (7) days prior to the date of your function. It is your responsibility to contact Ellendale with your guaranteed number of guests. If a final guarantee is not received, the original expected number would be your guarantee. If you exceed your guaranteed guest count, you will be charged accordingly for additional guests.

## ~ Set-up & Decorations ~

The club provides a non-moveable dance area at no charge for your event. If you wish to have the dance floor in a different area, we will arrange a portable wooden dance floor for your event. The set-up charge for the dance floor is \$100.00. Ellendale allows you to decorate for your event; however, we do not allow nails, tacks, or tape to affix decorations to the walls. We also do not allow confetti, rice, birdseeds, or glitter to be used in the clubhouse. Failure to adhere to this policy will result in a minimum clean-up charge of \$250.00. Ellendale also allows the use of lawn area for wedding ceremonies. There is a \$150.00 set-up fee for this area, and a \$500.00 tent fee. We will be happy to place any decorations you may have, and the charge for this is \$100.00.

## ~ Taxation and Service Charge ~

An 10.5% tax and 22% service charge will be added to all food and beverage prices. All food and beverages must be purchased from Ellendale. All prices are subject to change.

(Continued)

# Ellendale Country Club Club Function Agreement (continued)

## ~ *Inquiries* ~

For further information or to book an event, please contact Niki Thibodaux or Naomi Gilmore at (985) 872-9924, fax: (985) 872-9925 or e-mail: [ecrsvp@ellendalecc.com](mailto:ecrsvp@ellendalecc.com)

Ellendale Country Club provides the finest banquet facility to its clients.

Our professional staff is dedicated to providing delicious food and first class services.

Thank you very much for selecting Ellendale Country Club. Please read, sign and return this copy with your deposit. Any changes to this agreement must be made in writing and signed by the client and an Ellendale Country Club representative.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Email: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Function Date: \_\_\_\_\_

Time: \_\_\_\_\_

Guest Count: \_\_\_\_\_

Room(s): \_\_\_\_\_

Deposit Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
In contract with – signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ellendale Representative

\_\_\_\_\_  
Date



Phone: 985-876-4392  
3319 Hwy 311, Houma, La 70360