

# EVENT INFORMATION

## Booking Your Event

In order to secure your date, a full non refundable room rental fee is required upon booking.

<b>Magnolia Room</b> Seats 60 max \$200.00	<b>Dining Room</b> Seats 100 max \$400.00	<b>Performing Arts Center</b> Seats 230 max \$800.00
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The balance of your event must be paid in full 7 business days prior to the event date. Heritage Pines Community Association is a secured and gated Community; it is your responsibility to provide our security company with an detailed and alphabetized guest list 10 days prior to your event.

## Guarantees

Event arrangements should be finalized no later than one month prior to the event, Heritage Pines will honor your quoted price and menu selections for a 90 day period prior your event, and may at that time notify you of any price increases. The catering department must be notified of the expected number of guests you are expecting no later than 10 days before the event. A guaranteed number of guests and full payment are required 7 days prior to your event. The club will provide you with all pre-arranged services and will also set the room for an additional 5% over the guaranteed amount; any additional overages will be billed and paid in full on the date of your event.

## Food & Beverage Services

The Heritage Pines Community Association, as a licensee, is responsible for the administration of the sales and service of food and alcoholic beverages in accordance with the Florida State Laws. This policy does not apply to specialty cakes, which are allowed. It is policy, therefore, that the club supplies all food and non/alcoholic beverages. At no time are any prepared foods or non/alcoholic beverages permitted to enter or leave the facility.

## Liability

The Heritage Pines Community Association reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The club cannot assume responsibility for personal property, services or equipment brought onto to the property. The Club may operate and provide its normal daily services for its Residents and Members. All functions must follow the rules and regulations of Heritage Pines Community Association is a smoke free environment.

\_\_\_\_\_  
Date: \_\_\_\_\_ Client

\_\_\_\_\_  
Date: \_\_\_\_\_ HPCA Representative

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ALL PRICES ARE SUBJECT TO A 7% STATE SALES TAX AND 21% SERVICE CHARGE