

## Billings Petroleum Club (BPC.) Special Events Contract

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Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Duration: (Start time) \_\_\_\_\_ (end) \_\_\_\_\_

Requested BPC Room: \_\_\_\_\_ Estimated guests: \_\_\_\_\_

Members Full Name: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

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

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

**BPC shall be responsible for the following:** Appropriate staff, set up, white linens provided, and tear down of the room (including linen and table set ups). We can supply white, brown, and black napkins for the tables. If any other color is requested, there will be an additional charge.

**Member shall be responsible for the following:** (decorations, bands, and flowers,) Please make us aware of any bands or deliveries that will be made for your event.

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\*Decorations are required to be cleaned up immediately after the event, **unless** otherwise discussed.

\*In the event that the Member party does not comply, there will be a charge of \$25.00 per staff member per hour of labor. If any damage occurs during your party, you are responsible for the charges. If any excessive cleaning is required after the event there will also be a \$75.00 charge (exp: any vandalism of restrooms; No Glitter or Confetti are allowed).

The menu, beverages and room set up for event is to be determined 14 days prior to the event. Company policy does not allow patrons or guests to bring their own alcohol or food (with the exception of special occasion cakes) onto the premises, and alcohol or food cannot be removed from the property.

**We reserve the right to relocate your event to a more appropriate BPC room if your group's attendance should materially change.**

***Final Count:*** Is required no less than 72 hours prior to event. Final count is what charges will be based upon whether or not actual count is less. There is also an automatic 18% service charge added to each bill.

*If room set-up is not determined 14 days prior to event, or any changes are made the day of the event, there will be a \$100.00 fee per hour for extra set-up, with a minimum of a \$100.00 charge.*

**Note:** Payment in **Full** by cash, or credit card is due no later than the day of the event. BPC is not able to bill you for the payment of an event if you do not have an account. **Half of the estimated payment is due 14 days prior to event for all-members, no exceptions.**

**A \$3.00 per person set up/room fee for all parties of 25 or more will be applied.**

**A \$1.00 per person Room fee will apply to all Temporary members.**

**A \$300.00 Reservation deposit is required to hold your day, and will be returned within 30 days after your event.**

**A \$200.00 cleaning deposit is also required, and will be returned on the conditions that all of the decorations are taken down and no damages or extra cleaning is required by staff, and will be returned within 30 days after your event.**

**Any cancellations after the contract is signed will result in a \$500.00 Cancellation Fee, this will be charged to your account, or deposit will be held.**

Billings Petroleum Club

Jodee Crable

Assistant Manager/Banquet Manager

Date

\_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_

RESPONSIBLE PARTY

\_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_

The BPC is not responsible for and lost/stolen or damaged belongings.

Please note: All of our new menus are available on our web site: [www.billingspetroleumclub.org](http://www.billingspetroleumclub.org)

Contact Information

Jodee Crable/ Banquet Manager

Billings Petroleum Club

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406.245.2848 (fax)

[jodee\\_bpc@yahoo.com](mailto:jodee_bpc@yahoo.com)

Payment method: \_\_\_\_\_

Menu Due: \_\_\_\_\_

Final Count Due: \_\_\_\_\_

Deposit Due: \_\_\_\_\_