

The Haven Tee Room  
333 Alpine Meadows Road  
Porter Corners, NY 12859  
(518)893-2809  
kevincanale@pga.com

Date of Event:

## CONTRACT

### *Room Rental:*

Time will be determined by party type  
Wedding: for a period of 5 hours, with additional hour rate of \$150

### *Decorating:*

Availability of room will be based on Tee Room's Calendar all decorating arrangements must be approved by the Tee Room Staff ahead of time.  
Absolutely no glitter or confetti like material

### *Clean-up:*

must be completed immediately following event unless otherwise agreed upon in writing

### *Payment Terms:*

deposit must be check or cash  
A deposit of 10% minimum (\$150) is required to hold all dates. Deposit is non-refundable after 7 days of receiving.  
Full Payment must be made prior to event all credit card payment will incur a 2% fee

### *Details and Commitment:*

Parties must provide final guaranteed count 7 days prior to event and confirm menu selection and event details.

**Parties will be held personally responsible for any loss or damage to facility**

**The Haven Tee Room reserves the right to refuse service of alcohol to any visibly intoxicated individual**

\_\_\_\_\_ **The Haven Tee Room Associate**

\_\_\_\_\_ **Responsible Party**