



## *Food & Beverage Event Order*

*Concerning the Facilities of  
The Links at Montague Executive Golf Course & Academy*

**Company or Event :** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

**Coordinator Name:** \_\_\_\_\_

**Coordinator Address:** \_\_\_\_\_

**Telephone( home)** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**( work)** \_\_\_\_\_ **cell:** \_\_\_\_\_

**Number of guests :** \_\_\_\_\_ **Arrival time:** \_\_\_\_\_

**Reception Time:** \_\_\_\_\_ **Dining Time:** \_\_\_\_\_

**Type of function:** **Golf tournament** \_\_\_\_\_

**Corporate meeting:** \_\_\_\_\_

**Wedding:** \_\_\_\_\_

**Christmas party:** \_\_\_\_\_

**Type of Dining:** **BBQ** \_\_\_\_\_ **price/person** \_\_\_\_\_

**Buffet** \_\_\_\_\_ **seated & served** \_\_\_\_\_

**Catered Selection?** \_\_\_\_\_ **price /person** \_\_\_\_\_

**Buffet** \_\_\_\_\_ **seated & served** \_\_\_\_\_

**What type of Bar service?** \_\_\_\_\_ **wine service?** \_\_\_\_\_

**Do you have special set up requirements?** \_\_\_\_\_

**If yes provide details** \_\_\_\_\_

**Do you require a coat check?** \_\_\_\_\_

**Do you require our meeting room?** \_\_\_\_\_ **price:** \_\_\_\_\_

**Quoted price for main floor clubhouse rental** \_\_\_\_\_

**Quoted price for meeting room rental** \_\_\_\_\_

**Quoted price for food requirements** \_\_\_\_\_

**Cost of event:** \_\_\_\_\_ **gratuity** \_\_\_\_\_ **hst** \_\_\_\_\_

**All food & Beverage menu prices subject to a 15% gratuity and hst .**

Please note for all events involving Food and Beverage Services, a guaranteed number of guests is required no later than ( 7) seven days prior to the event,and it is understood that should the actual guests exceed the guarantee, the greater will be the number billed,without exception.

All event orders require a 25% non refundable deposit to secure the event .

Upon signing below, I hereby acknowledge and agree to the **Terms and Conditions** set by The Links at Montague Executive Golf Course.

Justin Gregg \_\_\_\_\_ Date \_\_\_\_\_

Signature of Client \_\_\_\_\_ Date \_\_\_\_\_

***Please sign and fax to the attention of Justin Gregg, Operations Manager.***

***Fax number ( 902) 433-3334***