



Catering Contract and Policies

HYPERION
FIELD CLUB

Thank you for choosing Hyperion Field Club. We take the utmost pride in providing the finest quality food and customer service in a relaxed, private atmosphere. The Club would like to share our policies to help assist in planning an experience to remember.

To confirm your reservation at Hyperion Field Club, a signed contract and applicable deposit is required.

Function rooms are assigned according to the anticipated number of guests. If the number fluctuates the Club reserves the right to change location with notification to a room better suited for the attendance and type of function. Our banquet space can seat up to 230 guests. As we are a private club, your guests are not allowed in Members Only areas.

Hyperion Field Club is the sole provider of all food and beverage served. Specialty cakes and cupcakes are the only exception. Our menu offers unlimited possibilities for your event. Our Executive Chef can also customize a menu to better serve your needs. To ensure compliance with all Board of Health Food Handling Regulations, food must be consumed on the premises at the contracted time. The removal of any food or beverage from the premise is prohibited by Hyperion Field Club. All menu prices are subject to change. Pricing is considered confirmed once a menu has been selected.

Groups with 15 or less guests are able to order off the Sports Bar menu the day of their event. Groups of more than 15 guests are required to pre-select their plated meal options. Menu selection and event arrangements are to be completed no later than thirty (30) days before the event. Final attendance must be confirmed fourteen (14) days prior to the event. If no guarantee is provided, we will consider the number of expected guests on your contract as guarantee. You will be required to pay for the final guaranteed number, including no shows, or the actual number of guests; whichever is greater. Special dietary requests must be submitted seven (7) days prior to the event. Increases in attendance may be accepted up to forty-eight (48) hours prior to the function, subject to product availability, and will result in an additional charge of one and a half (1 1/2) times the original menu price. Identical menu items are not guaranteed and substitutions may be required. We will set and prepare food for three percent (3%) over the final number at hosts' expense. Weddings that offer multiple plated meals are required to provide a place card for each guest (e.g. guest name, table number, entree or dessert choice). Failure to do so will result in a \$150 fee.

We offer the highest quality brands of spirits, beer and wine. A staffed bartender will be required for parties of 25 or more guests. A bar set up fee of \$150 per bar is applicable in the event the bar revenue does not exceed \$350. It is against state law for any member or guest to bring alcohol onto Club property. Violation of this law could result in a \$500 fine. With prior approval by the Event director, a member may bring bottled wine on premise for consumption during an event and will be billed a \$12.00 corkage fee per bottle opened. Management will have sole judgment towards alcohol service. State laws pertaining to legal drinking age will be enforced. Last call for drinks will be at 11:30. We close at midnight.

All entertainment and decorations need to be listed on the contract for approval by Event Director. Use of potentially damaging fasteners, confetti, glitter, and bubbles are strictly prohibited. We reserve the right to charge a cleaning/damage fee if necessary, upon inspection of the premises after the event.

The Club does not carry insurance on members or guests personal property and therefore is not responsible for the loss of property or any other loss sustained by members or any guests on the property.

You may reschedule your event one (1) time only. This must be done sixty (60) days prior to the original event date and the new date must be within six (6) months of the original event date. Your deposit will not be refunded; however, it will be applied to your newly scheduled event date. Cancellations will result in forfeiture of deposits. If an event is cancelled within seventy-two (72) hours of the event, up to fifty percent (50%) of food & beverage revenue will be charged.

A final invoice will be sent to the billing address on file, unless otherwise indicated. Payment is due upon receipt. All payments must be made by cash, check, or credit card. There is a 3% convenience fee for all credit card transactions. All Member Events are subject to 20% service fee and Non-Member & Member-Sponsored Events are 22% on all food & beverage charges plus 6% State Sales Tax. This fee includes the following professional services: adequate staff levels with our service, culinary, management & housekeeping items; set-up and tear-down of event; china, glassware, silverware & dishwashing services; linens & laundry services; general clubhouse usage. Extra gratuity for bartenders, servers, and additional staff is not included in the service charge. Upon request, gratuity charges as specified by the Event Host may be added to the final bill & directly distributed among staff members.

Please Initial _____



HYPERION
FIELD CLUB

Contract Information

NAME _____ COMPANY if applicable _____

MEMBER _____ yes _____ no MEMBER SPONSOR _____

MAILING ADDRESS _____

BILLING ADDRESS if different _____

CONTACT PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

DATE OF EVENT _____ TYPE OF EVENT _____

EXPECTED NUMBER OF GUESTS _____

TIME OF EVENT _____ to _____

ENTERTAINMENT _____ DECORATIONS _____

I have read and understand the enclosed menu and by signing my signature below hereby agree to abide by the policies set forth by Hyperion Field club.

Signed _____ Date _____

Please return one copy of the contract, along with applicable deposit to:

Attn: Meghan Spomer– Event Director
Hyperion Field Club
7390 Northwest Beaver Drive
Johnston, Iowa 50131

or scan to:
mspomer@hyperionfc.com