

# The Country Club

## Wedding and Events Contract

Thank you for considering The Country Club for your special event. The Clubhouse and surrounding golf course offer spectacular views and provide a picturesque setting for wedding receptions, social functions, and corporate events. We offer plated dinners, buffet dinners, and elegant hors d'oeuvres with everything you desire. Our banquet rooms, consisting of both large and small, are perfect to host your event. The management and staff would like to offer their services to make your event memorable by assisting you in planning the perfect event with all of the right touches to compliment your personal style.

### GUARANTEES:

**At the time of booking a special event, an estimated number of guests is required. The final number of guests is required no later than 14 days prior to the event. The final guest count will be considered a guarantee and client agrees to pay the per person menu charge agreed upon for the appropriate number of guaranteed guests. If the client fails to provide a final guaranteed guest count by the due date, The Country Club will provide food for the number of people specified in the estimated guest count portion of this contract, or by head count whichever is higher, and client agrees to pay for the same.**

### DEPOSIT AND BILLING:

- 1. To secure a date for any event, a deposit of \$500 for weddings and receptions or \$250 for specialty events are required. Events can be canceled or postponed up to 30 days prior to the event, after the 30 day mark all deposits become non-refundable in the event of cancelation.**
- 2. Any deposit will be credited to the event cost due.**
- 3. Payment shall be in the form of a check, cashier's check, or cash – credit cards are acceptable, with an addition of 3% of the total bill for a processing charge.**
- 4. Payment is expected, in full, 10 days prior to the event unless other arrangements have been made with the Events Coordinator. Balance and bar bill are also due the day of the event.**
- 5. Room Rental without catering is \$300 per room.**

### FOOD AND BEVERAGE POLICY:

- 1. No food or beverage of any kind will be permitted to be brought into The Club facility without approval by the Event Coordinator.**
- 2. Menus and food prices are subject to change at any time up to 30 days prior to the function in order to meet changes in market values. The client agrees to pay all increased costs as a result thereof.**
- 3. The Country Club is not responsible for quality of catered food once it has been removed from the premises.**
- 4. All remaining food from an event is the property of The Country Club and will not be allowed to leave the premises unless prior arrangements have been made with the Events Coordinator. If an arrangement has been made, there will be additional charges for packaging based on market costs.**
- 5. A Portable Bar is available for parties of 100 guests or more. Parties of fewer than 100 guests or if The Country Club is normally closed, that want a Portable Bar there will have an additional \$150 Setup Fee.**
- 6. Client agrees to pay full amount for all special order items, such as liquor or linen not carried by The Club, at completion of event.**
- 7. There will be a \$30 charge for small outside items brought in, such as cookies or candies. There is \$1 per person charge if The Country Club staff is in charge of cutting and plating an outside food item.**

## LOST OR STOLEN ITEMS:

**The Country Club is not responsible for any damages to or loss of Client or Client's guests' property.**

## EVENT RENTALS AND SERVICES:

**All rentals of equipment and services must be arranged and/or approved by The Country Club. Fees for those rentals and services will be the responsibility of the client and will be included in the event estimate where appropriate.**

## FACILITY PROPERTY AND GROUNDS:

**Any damages to Country Club property, including linens, glassware, flatware, carpeting, building interior or exterior features, and grounds, is the responsibility of the Client. Your deposit will not be credited toward event costs until damages are assessed and/or your security credit card will be charged.**

## MUSIC POLICY:

**The Country Club Management will monitor noise levels and hours for music. The House sound system will be available for vocal use and quiet background music, no loud or heavy bass use.**

## ADDITIONAL TERMS AND CONDITIONS:

- 1. A 22% service charge will be charged to all food and beverage totals. 6% sales tax is applicable to all banquet charges. Of the 22% service charge, 18% will be divided amongst staff that worked during the calendar day of the event, 4% is an administrative charge.**
- 2. All functions are delegated four hours of facility use. Additional hours are billed at \$100 per hour, with the exception of golf outings.**
- 3. The Country Club and/or any of its employees are not responsible for supervising Client's guests' behavior. Client shall be liable to The Country Club for Client's guests' negligent acts or willful misconduct, and Client agrees to pay for any property damage created thereby.**
- 4. We reserve the right to refuse service to anyone. Anyone younger than 21 years of age found in the possession of alcohol or found to be intoxicated, will be asked to leave the premises immediately. All college student functions of 30 or more people must have a security detail of a least two guards provided by the client.**
- 5. The Country Club is not liable to the Client for loss of profit, actual or consequential damages occasioned by its inability to perform any of its obligations under this agreement by reason of fire, force majeure, unavoidable causalities, pandemics or acts of public authorities.**
- 6. Our facility is smoke free; the only smoking areas are outside the main entrance and lounge entrance. The Pool is also a smoke free area within the fence.**
- 7. Please NO loose glitter, gems, confetti, silly string, or fire crackers – all craft and other supplies must be approved by management before use at The Club. Cleaning fees of up to \$250 will be billed based on occurrence.**
- 8. Client must obtain prior written consent of The Country Club for the placement of any display on The Country Club's premises or entrances and arrangements for music, entertainment, and photographers.**
- 9. Client agrees to provide some form of entrée indication at the guest tables when more than one entrée is being served to guests (i.e. F for fish, B for beef, and C for chicken) as well as a complete list of guests and their menu choices.**

## STANDARDS FOR THE COUNTRY CLUB

### **Linens:**

**One 90" round linen per table**

**One napkin with rolled silver per person**

### **Tables and Chairs:**

**60" Round Tables**

**6-8 Chairs per table**

# ACKNOWLEDGEMENT

BY SIGNING THIS CONTRACT, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE TERMS AND POLICIES DESCRIBED IN THIS AGREEMENT.

Event Host Name \_\_\_\_\_

Event Host Signature \_\_\_\_\_ Date \_\_\_\_\_

Event Name/Type \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Event Date \_\_\_\_\_ Estimated Guest Count \_\_\_\_\_

Guaranteed Guest Count Due Date \_\_\_\_\_

## Additional Contact Information

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Event Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Event Deposit Received By \_\_\_\_\_ Date \_\_\_\_\_

Security Credit Card # \_\_\_\_\_ Exp \_\_\_\_\_ CCV \_\_\_\_\_

Name On Card \_\_\_\_\_ Signature \_\_\_\_\_

