

## Function Policies & Procedures

- 1. Booking Procedure:** To ensure the accurate communication of information necessary in making your function as successful as possible, we prefer to work with one person in the planning of your event. The Club requires notification of meal selections, approximate number of guests, room arrangement, equipment requests, and all details **three weeks** prior to your event. The Club requires a security deposit in the amount of \$\_\_\_\_\_ to guarantee the room rental. This deposit will be held and refunded after the function. Balance due prior to the actual function. Wedding ceremonies incur an extra \$150.00 labor set-up fee. **In the event of a cancellation less than 60 days prior to the function date, a fee of 60% of the estimated number of guests given at the time of the booking will be charged. The deposit is, in this case, non-refundable.**
- 2. Guarantee Policy:** The Club must be notified of the exact number of guests attending a function by noon five business days prior to your event. This number will be considered the “**Guarantee**” and may not be reduced after this time. The Club will set up and prepare for 5% above the guaranteed number of guests. If fewer guests attend than the “**Guarantee**”, you will be charged for the guaranteed number.
- 3. Food and Beverage:** The Club does not serve alcoholic beverages to minors. If a minor is found consuming such beverage, the Club reserves the right to terminate the function at the Host’s expense. All food and beverages must be purchased from the Club, by pre-arrangement with the Club Manager, or representative. The Club shall notify the Host in writing at least 15 days prior to the function if there will be any price changes due to market fluctuations. No food or beverages of any kind, with the exception of wedding, birthday, and anniversary cakes, may be brought into the Club by club members or guests. The Club prepares the quantities of food and beverages based on the guaranteed number of guests, in ample amount to ensure that all guests at the event enjoy an attractive food selection. Leftover food or beverages, with the exception of specialty cakes supplied by the Host, may not be taken from the Club by the hosts or guests of any event.
- 4. Closing:** All functions must end at midnight. If the function extends past midnight, the Host will be subject to a labor charge of \$500 per hour or fraction of the hour. In addition, the duration of a function is limited to five hours, unless special arrangement have been made and the Host will be charged \$100 per hour for labor. The Club reserves the right to control all functions held on Club premises, and to discontinue service of alcoholic beverages at any time.
- 5. Private Property:** The Club does allow the use of tape only to affix paper items to the walls. No confetti, rice, birdseed or netting is permitted inside or outside the Clubhouse. Bubbles or real flower petals are permitted outside the Club. The Host agrees to indemnify the Club for any claims arising out of negligent or willful acts by the Host or any of his/her guests. The Club member or sponsor of an event assumes responsibility for any and all damages to or loss of property from the function room or other areas of the Club. The Club does not have space available to store personal property, equipment, or supplies belonging or rented by the Host or sponsor.
- 6. Business Hours:** The Club is open for private event service Tuesday through Saturday, 11:00 a.m. to midnight. The Club is closed every Monday. An opening fee of \$1000.00 would be required to hold a private event on Monday, in addition to the purchase of food and beverage. The Club is open Sunday from 7:30 a.m. to 1:00 p.m. An opening fee of \$500.00 would be required after 1:00 p.m., in addition to the purchase of food and beverage.
- 7. Security:** A security fee of \$1.00 per person will be applied to all functions with an attendance of more than 80 people. A security fee may be applied to smaller functions.