

## **Banquet Room Policies**

### **General Policies**

While Pinecrest Country Club is a private country club, we do allow non-members to host functions at the Club. A room rental fee will apply to all non-members. A member sponsor is required for each event, but we can certainly assist clients in obtaining sponsorship.

All decorations brought into the Club should be delivered the day of the event and removed immediately following the event. Nothing may be affixed to walls, floors, furnishings, or ceilings of the Club without prior approval of the Club Manager.

The Club is not responsible for any items lost, left unattended, or not removed after the scheduled event by a guest or third party vendor. Unless otherwise arranged, items left behind will be discarded after three (3) days.

The cost of repairing or replacing any Club property broken, damaged, or removed by a guest of the function will be charged to the client or the clients designee responsible for payment.

All food and beverages served must be supplied by the Club. The only exceptions are wedding cakes and any other celebratory food item that Pinecrest is unable to prepare. Any such items must first have the approval of the Club Manager before being brought in.

Although Pinecrest Country Club will make every effort to honor menu prices set at the time of contract signing, the Club cannot guarantee prices more than thirty (30) days prior to the event due to fluctuating wholesale market prices. A 6.75% tax and 20% gratuity charge will be added to all listed menu prices.

The Club expects all guests to conduct themselves in keeping with the environment of a country club. The client is responsible for assuring that their guests conform to the Club's code of conduct or risk being expelled from the event.

The client will provide adequate adult supervision for small children, and will be held responsible for acceptable behavior of the children as it relates to Club property, activities, and other guests.

Any group requesting tax exemption must present a tax exempt certificate prior to the scheduled event.

A Member sponsor must complete a "Sponsoring Member Statement" form and will be held responsible for all unpaid charges and/or damage to the Club.

Confetti and glitter are strictly prohibited due to the difficulty involved in cleaning. The use of nails, staples, tape, command strips, and other adhesives on walls and ceilings is not allowed without prior knowledge and approval of the Club Manager.

## Room Fees

Ballroom #1 - \$500.00	Oak Room - \$750.00
Ballroom #2 - \$250.00	Living Room - \$250.00
Ballroom #3 - \$250.00	Private Dining Room - \$250.00
Entire Ballroom - \$1,000.00	19th Hole - \$250.00

Room charges include up to forty (40) sixty inch round tables, up to six (6) 8 ft. rectangular tables, up to six (6) six ft. rectangular tables, two hundred (200) padded banquet chairs, several different colors of linen to choose from, china, glassware, silverware, bar ware, room set up, and room clean up.

The use of one (1) podium and microphone is offered at no charge.

## Deposits and Billing

Banquet space is not contractually obligated until Pinecrest Country Club receives this signed contract and non-refundable deposit.

A non-refundable deposit in the amount of the room charge will be collected at the time of booking.

A courtesy hold can be placed on a given date for a maximum of two (2) weeks.

All deposits and advanced payments will be applied to the final bill.

A final bill will be itemized and presented at the end of the event and will be due at that time. In the event that other arrangements have been made with the Club Manager, final billing will be mailed and become due upon receipt. Final bills that have been mailed will become late after thirty (30) days after receipt and will be subject to a late fee.

Final charges will be based on either the guaranteed count or the actual attendance, whichever is greater. If actual attendance exceeds the guaranteed count, the remaining balance due will be resolved by the conclusion of the event.

## Cancellation

Cancellations must be made in writing.

Cancellations made at least 180 days prior to the scheduled event date will receive a 100% refund of the deposit. Cancellations made at least 120 days prior to the scheduled event date will receive a 50% refund of the deposit. No deposit refunds will be given to a cancellation made within 120 days of scheduled date.

Re-scheduling a reserved room must be done no later than 90 days prior to the event date. 100% of the deposit will be applied to the re-scheduled date if the Club is able to book the date that was originally reserved. 50% of the deposit will be applied to the re-scheduled date if the Club is unable to book the originally reserved date. The remaining 50% will be forfeited if the Club is unable to book the original scheduled date.

### Dates and Timelines

A guaranteed number of attendees is required no later than three (3) working days prior to the scheduled event. Monday is not considered a working day since Pinecrest is closed. All other days are considered working days.

A final menu selection is required no later than fourteen (14) days prior to the scheduled event.

A final linen color selection is required no later than thirty (30) days prior to the scheduled event.

To allow for decorating, evening events will have use of the booked room(s) from 8:00am until midnight. All functions must end at midnight unless other arrangements have been made with the Club Manager.

### Bar/Beverage Service

The Club holds a liquor license issued by the TABC. As such, Pinecrest Country Club is obligated by law to refuse alcohol service to anyone who is under the age of 21 or who is visibly intoxicated. The Club reserves the right to refuse service of alcoholic beverages to any persons unable to provide satisfactory proof of age. In addition, the event sponsor will comply with all applicable liquor laws and further agrees that neither the event sponsor nor any guests will request, offer, or serve alcoholic beverages to any minors or to any individuals who appear intoxicated.

All alcoholic or non-alcoholic beverages must be consumed within Club premises. Open containers or glasses of such beverages may not be taken out of the Club for any reason.

All host "open bars" will be based on consumption. An open inventory will be taken prior to the event and a closing inventory will be taken at the conclusion. Billing will be according to usage.

There will be a \$100.00 set up charge on all cash bars (guests pay for their own drinks).

There will be a \$60.00 bartender fee for any function of 75 people or less requiring bar services.

Absolutely no alcohol may be brought into the Club. Alcohol found in possession of a guest that was not purchased from Pinecrest will be confiscated and a \$25.00 per bottle charge will be added to the final bill. The confiscated bottles will be returned at the conclusion of the function.

A 8.25% mixed beverage tax will be applied to all liquor, beer, and wine served.

### Menus and Menu Selection

All menu selections must be made no later than two (2) weeks prior to the event date.

Pinecrest employs an executive chef who will be happy to work with you to create your own unique menu. If a specially designed menu is something you desire, please let us know well in advance so we can coordinate meeting times and tastings to ensure your satisfaction.

In order to ensure that cuisine is pleasing to both the palate and the eye, all selections are priced per person in attendance. A minimum of 30 people is required for all buffets. Buffets and hors d'oeuvres shall be replenished frequently to provide a quality appearance and satisfy the first patron through the last. Hors d'oeuvres will be replenished for two (2) hours from the start of the serving time.

Pinecrest Country Club policy prohibits guests from taking any leftover food.

A food purchase minimum for lunch service is \$12.95++ and for dinner service or hors d'oeuvres is \$17.95++.

### Wedding Ceremonies

Wedding ceremonies may be held at the Club. There is an additional fee of \$250.00 added to any facility charge for holding a ceremony. This charge will include usage of the locker rooms for the bride, groom, bride's maids, and groomsmen.

Pinecrest will make every attempt to accommodate your wedding party for a rehearsal date, but we cannot guarantee that it will be the day before the wedding or the same room the wedding will take place unless you book the day prior and pay an additional facility charge for that day.

Pinecrest will allow the bride, groom, maid of honor, and best man to play a complimentary round of golf the day before the wedding only. If more of the wedding party or family would like to join them, regular green fees and cart fees will apply.

## Rentals

Pinecrest Country Club will not be responsible for any rentals brought into the club. Rental deliveries should be coordinated with the Club Manager to arrive at times that do not interfere with normal Club business. A \$150.00 service charge will be applied if the Pinecrest staff is held responsible for setting up or tearing down any rental items. This includes any tables, chairs, stages, or floral arrangements. Arrangements should be made with coordinators, florists, rental companies, and bands to handle all of their equipment.

All rentals will be at the expense of the host unless other arrangements are made with the Club Manager.

## Additional Services/Fees

A/V Screen (5 ft diagonal)	\$10.00
A/V Screen (8 ft. diagonal)	\$25.00
Risers (4' x 8' x 8")	\$20.00/section (6 sections available)
Lapel Microphone	\$10.00
Wireless Hand Held Microphone	\$25.00 (2 available)
Piano (Baby Grand)	\$50.00
Coat Check Attendant	\$50.00 for 3 hours (25.00/hr. for each additional)
Carvers/Attendants	\$50.00
Round Mirrors	\$2.50/each
Votive Candles	\$2.50 for 3 candles
Cake Cutting Fee	\$75.00 per cake
Easel	\$5.00 each
Hurricane Globes with Large White Candles	\$10.00/ each set

Pinecrest is closed on Mondays but will hold an event on a Monday for an opening fee of \$500.00 in addition to the normal facility charge. Functions in the clubhouse on Mondays must be at least 100 people and have a food minimum of \$17.95++ per person.