



GOLF AND COUNTRY CLUB

Catering & Banquet Policies

Welcome...

Thank you for considering Oak Hills Golf & Country Club for your special event. Our commitment to you is gracious hospitality by a professional staff, who will do everything possible to add value and enjoyment to your club experience. Whether you are entertaining business or special guests, having a special event, or just relaxing at your leisure, the staff of Oak Hills will ensure you and your guests an experience to remember.

Enclosed is our current banquet pamphlet which includes our current policies. If you have any questions, desire something you do not see, or would like to develop your own personalized menu, we can help.

We look forward to planning your event!

Banquet/Catering Policies

Deposits:

A deposit of \$500 (Members) or \$800 (Non-Members) is required to confirm the Dining Room on a Saturday.

The deposit is non-refundable if the confirmed date is canceled within 180 days of the event.

Any damages to the country club property, which occur during your event, will be subtracted from the deposit. The remainder of the deposit will be applied to your final balance.

Billing

Following your event, you will be billed for all expenses incurred, less the applicable deposit. The club will issue one check with tax and service charge of 18% already added. There are no separate checks issued for private events.

Guarantees

All menus must be finalized two weeks (14 days) prior to your event. A guarantee head count is required 3 business days prior to event. They cannot be reduced. You are required to pay 100% of your guarantee; any meals served over the guarantee will be charged a 20% surcharge per meal. If the club receives no guarantee, the club will assume the high estimate to be the guarantee. Should your attendance exceed the guaranteed number, every effort will be made to properly serve the guests. However, we may not be able to serve the same menu.

Service Charge and Taxes

All prices are subject to a 18% service charge and state sales tax.

Room Regulations

Centerpieces and other decorations are permitted. The club does not permit nails, staples, tacks etc. to be used on the meeting room walls and tables. The Club does not permit confetti of any kind on property. Any damage to fixtures or furniture will be billed to the host. The club will not assume responsibility for the damage or loss of any merchandise or articles left in the club prior, during, or following your function.

We reserve the right to move your function to a room other than confirmed, this will depend on final numbers. Parties may make provisions and arrangements for their wedding cakes, entertainment, decorations or other support services not normally provided by the club. Please inform the club's management staff of these arrangements and any other support requirements.

Smoking is not permitted in the Clubhouse.

I have read and understand the banquet policies:

Signature: _____

Date: _____

Banquet/Catering Policies

Food & Beverage Regulations

The sale and service of alcoholic beverages is governed by state laws and strictly followed. Minors will not be served; the club reserves the right to stop service of alcoholic beverages.

Food and beverages are not permitted to be brought onto the premises or taken off of the premises at any time. Exceptions may be granted for wedding cakes, koshered food or special items not normally procured or produced by the club. Non-members are not permitted to run bar or food tabs without a credit card given to the bartender or server. A limit of two entrée choices is allowed and place cards displaying guest's selection are required for sit down dinners. Menus and pricing are subject to change, along with Steak and Seafood items tend to fluctuate and will be subject to market pricing. Please contact our General Manager for further information.

Food and Beverage Minimums

Sunday, Monday, Tuesday or Wednesday Evenings - \$500.00

Thursday & Friday Evenings - \$2,500.00(board approval)

Saturday Day - \$500.00

Saturday Evening - \$2,500.00

If these minimum dollar amounts are not met, the difference will be added to the final bill.

Above listed minimums do not include service charge and tax. Rooms are reserved on a 3-5 hour time frame. An additional \$250.00 per hour room rental will apply to any additional hours added or any additional hours past midnight.

I have read and understand the banquet policies:

Signature: _____

Date: _____

Banquet Contract

- Organization: _____ Date: _____
- Contact: _____ Day: _____
- Time: _____ Telephone: _____
- Address: _____ Email: _____
- City: _____ Number of Guest: _____
- State: _____ Deposit: _____
- Zip Code: _____

A non-refundable payment of 50% of the estimated bill must be paid thirty (30) days prior to the event. Room reservations are guaranteed by deposit only. Deposits are non-refundable, and will be applied to the final balance. Menu pricing does not reflect service charges or applicable taxes. Menus and pricing are subject to change on an annual basis.

An estimated attendance number is due 7 days in advance. The actual attendance number for private events must be given 3 business days prior to the scheduled event. After this time, the guarantee cannot be reduced. Minimum billing is 100% of the guarantee. If no guarantee is received, the club will assume a minimum guarantee of the original number reserved. The final bill will reflect the final guarantee or actual attendance whichever is higher. Food is prepared for no more than the number of guest guaranteed, therefore, accuracy is important.

- Oak Hills Representative _____
- Signature of Contact _____
- Date: _____