

## Catering Guidelines & General Information

**Room Reservations-** Any event booked requires a non-refundable deposit in order for the event to be confirmed. The amount of the deposit will be based on the room(s) reserved. If the event is a non-member event, the deposit will be considered a room rental fee. If the function is a member event, the deposit will go towards the charges incurred at the event. In the event of a cancellation, the deposit is non-refundable unless another event is subsequently booked in the same room for the same time.

**Pricing-** All pricing listed is the base price. A service fee of 22% will be applied to any and all charges, plus applicable sales tax. Food prices are guaranteed within 30 days of a function. All prices quoted prior to 30 days are subject to change without notice due to fluctuations in the market.

**Room Rentals-** Your selected room is reserved for the exclusive use of you & your guests for a 5 hour event. Additional hours may be added on for \$200 per hour. All other areas of the club are designated "For Members Only". Every effort will be made to have the reserved room available for decorating as early as possible. If the reserved room being used for an earlier function, the room will be available to you a minimum of two hours in advance. The room rental fee includes banquet tables, chairs, all china, glassware and silverware and standard linens.

### Room Rental Fees

| Banquet Room   | Member Event | Non-Member Event              |
|--|--------------|-------------------------------|
|  |              |                               |
| Alamance Ballroom / Terrace Room<br>(175 Seated, 250 Cocktail)   | \$0          | \$1,200                       |
| Alamance/Terrace/Heritage Ballroom<br>(250 Seated, 350 Cocktail) | \$0          | \$1,500                       |
| Heritage Ballroom<br>(75 Seated, 100 Cocktail)                   | \$0          | \$500                         |
| Conference Room<br>(12 Seated)                                   | \$0          | \$50                          |
| Saddle Club Lounge<br>(30 Seated, 50 Cocktail)                   | \$0          | \$300                         |
| <i>Furniture Removal Fee</i>                                     | \$200        | \$200                         |
| Wedgewood Room<br>(20 Seated, 25 Cocktail)                       | \$0          | \$100                         |
| Event Lawn<br>(100 Seated, 175 Cocktail)                         | \$0          | \$1,000<br>(+) \$2 Per Person |
| 50 Person Minimum  |              |                               |

### Food & Beverage Minimum Charges

| Banquet Room   | Member Event                                    | Non-Member Event                                |
|--|---|---|
|  | \$1,500 (Tuesday- Thursday)                     | \$2,500 (Tuesday- Thursday)                     |
| Alamance Ballroom / Terrace Room<br>(175 Seated, 250 Cocktail)   | \$1,750 (Friday & Sunday)<br>\$2,000 (Saturday) | \$2,750 (Friday & Sunday)<br>\$3,000 (Saturday) |
|  | \$2,500 (Tuesday- Thursday)                     | \$3,500 (Tuesday- Thursday)                     |
| Alamance/Terrace/Heritage Ballroom<br>(250 Seated, 350 Cocktail) | \$2,750 (Friday & Sunday)<br>\$3,000 (Saturday) | \$3,750 (Friday & Sunday)<br>\$4,000 (Saturday) |
|  |   |   |
| Heritage Ballroom<br>(75 Seated, 100 Cocktail)                   | \$1,200   | \$2,000   |
|  |   |   |
| Conference Room<br>(12 Seated)                                   | \$0   | \$200   |
|  |   |   |
| Saddle Club Lounge<br>(30 Seated, 50 Cocktail)                   | \$1,200   | \$2,000   |
| <i>Furniture Removal Fee</i>                                     |   |   |
|  |   |   |
| Wedgewood Room<br>(20 Seated, 25 Cocktail)                       | \$500   | \$1,000   |
|  |   |   |
| Event Lawn<br>(100 Seated, 175 Cocktail)                         | \$1,750   | \$3,000   |
| 50 Person Minimum  |   |   |

**Guarantees-** An approximate number of guests should be given at the time of initial booking. Your final guest count must be called in to the Catering Office and confirmed, 7 days prior to the function. If a guarantee is not called in the original approximate number or the total guest count served, whichever is higher, will be charged. If the actual number of guests exceeds the guarantee, the menu price will be increased by 25% per person.

**Menu Changes-** All menu changes need to be finalized 7 days before the event. Within 7 days of the event there is no guarantee that changes can be accommodated.

**A La Carte Service-** A La Carte dining is available for parties of 12 or less. Selections must be from the existing menu. It is required that choices be called or emailed 72 hours prior to the function. Limited menus with choice of three (3) entrees are available for parties of twenty (20) or less. Place cards are required for these events. Parties of 20+ must order from the banquet package.

**Buffet Services-** Parties of 30 or more may choose a specialized buffet menu. Alamance Country Club offers full breakfast, lunch and dinner buffets for all occasions. The minimum required number of guaranteed guests for buffet functions is thirty (30).

**Room Setup-** All rooms will be set according to contracted specifications. Room setups must be given to the club no later than 72 hours before the event, after that time changes can no longer be made. If no set preference has been indicated or established, then the room setup will be at Alamance Country Club's discretion. If a host or hostess chooses to use specialty linens or dinnerware not provided by Alamance Country Club, the host or hostess assumes all responsibilities related to those items.

**Rental Items-** Alamance Country Club offers a limited number of sundries that may be rented for a fee. These include: hurricane globes, pillar candles, votive candles, and mirrors. Alamance Country Club also has audio and visual equipment for rent as well.

**Billing-** All purchases and services are charged directly to the member or host. The charges will appear on the member's monthly statement. Most food is charged on a per person basis. Alcohol charges are based on consumption. The sponsoring member or host will be responsible for all guest charges and fees. Credit Cards are subject to a 3.9% convenience fee. Third party checks are not accepted.

**Cancellation Policy-** In the event Member/Client cancels the Event for any reason, Club will be entitled to a cancellation fee as liquidated damages (plus service charges, administrative charges, administrative fees, as applicable, and applicable taxes) at the time of cancellation as follows:

More than 120 days prior to the Event- 40% of the Estimated Cost

120 days to 90 days prior to the Event- 50% of the Estimated Cost

89 days to 45 days prior to the Event- 75% of the Estimated Cost

Less than 45 days prior to the Event- 90% of the Estimated Cost

Given the Club's capacity to prepare and serve food and beverages, the parties acknowledge that it is highly unlikely that the Club would be able to mitigate any losses caused by cancellation of the Event. The parties agree that prospectively calculating the damages that Club would suffer as a result of the cancellation of the Event would be exceptionally difficult or impossible. For this reason, the parties have agreed that the calculations set forth above are a reasonable forecast of just compensation in the event of the cancellation of the Event. The amounts due for cancellation set forth herein are intended as liquidated damages and not as a penalty. The "Estimated Cost" equals the food and beverage minimum set forth above. Deposits will be applied toward the cancellation fee.

**Room Assignments-** To accommodate events of various sizes, the club reserves the right to change rooms based on guaranteed attendance and room set up specifications. If and when this situation

occurs, we will make every effort to give advance notice and will move the party to a suitable and comfortable room.

Gift, Cake and Registration tables are provided by the club upon Request. Alamance Country Club is not responsible for monitoring gift tables.

**Dessert Cutting Fee-** Cakes may be brought in from outside vendors. A dessert fee of \$1.00 per person will be charged for all cakes, cupcakes, or cookies not provided by Alamance Country Club.

**Decorations-** Alamance Country Club does not offer any decorations or decorating services. Third party arrangements must be made by the host/hostess for each function. If the service of an Alamance Country Club employee is requested for decorating purposes, a fee will be assessed based on the amount of labor and time involved. No decorations can be used that cause damage to the walls, ceilings, floors or any other part of the club. The member or host/hostess is responsible for the removal of all floral arrangements or special decorations prior to their departure after the event is finished.

**Food Stations-** Any food station requiring an attendant/carver will be charged a fee of \$75 per hour.

**Bar Policy-** Bartender Fee(s) will included \$100 per bartender. We recommend one Bartender per 50 guests. Outside alcohol will not be permitted at anytime. If outside alcohol is found, Alamance Country Club reserves the right cease bar service. This includes flasks, airplane bottles or any other outside alcohol by any guest of the event.

*\*\*If a request for specific alcohol we will do everything we can to bring in those products. Please note that if these are products we do not carry on property on a normal basis, the host/hostess must tell Alamance Country Club how much they want of each product and take any remaining closed merchandise with them at the end of the night. A charge of the full product will take place. In the case of wine, if a host or hostess would like to bring their own wine to the party, that is permitted and will entail a \$15 corkage fee per 750 ml bottle.*

**Club Hours-** Alamance Country Club food and beverage facilities are open Tuesday through Sunday 7am-Midnight, with the exception of holidays. Only club management approved functions can be booked for a Monday or Holiday.

**Damages-** Alamance Country Club shall not assume responsibility for damages or loss for any merchandise or articles brought into the club or any items left unattended. Any damage to the Club or Club grounds by guests or hired personnel, will be billed to the host/hostess of the event for the replacement or repair cost.

**Point of Contact-** To help Alamance Country Club better service each event, we ask that any changes or decisions made for the event within 72 hours of the event date take place only from the Host/ Hostess or designated point of contact.