

# Stonebridge Golf & Country Club

## Banquet Policies and Agreement

### Member Events

The Club will bill the member hosting the event at the Club or offsite catered event that Stonebridge supplies. The Club requires submittal of the final numbers of reservations 7 days prior to the event. This number will represent the guaranteed number for billing purposes, and the Club will not bill for any number less than the guaranteed number reserved. Within 7 days of the event, the event host may not reduce the guaranteed number. However, if the number of guests attending the event exceeds the guaranteed number, the Club will bill for the additional guests. To prevent an interruption in food service, the Club requires notification of additional reservations. Item and menu prices do not include the 20% service charge and the 7% sales tax. If a member cancels the booked event within 7 days of the event, then the Club will bill the member 50% of the total expected price of the event including the 20% service charge. To reserve a room for an event, the Club will require payment of a non-refundable deposit equal to the room charge for the designated room.

### Non-Member Events

The Club requires submittal of the final numbers of reservations 14 days prior to the event. This number will represent the guaranteed number for billing purposes, and the Club will not bill for any number less than the guaranteed number reserved. However, if the number of guests attending the event exceeds the guaranteed number, the Club will bill for the additional guests. To avoid an interruption in service, the Club recommends accurate guaranteed reservations. Item and menu prices do not include the 20% service charge and the 7% sales tax. The Club will forecast the total price of the Non-Member event based on the guaranteed number of reservations, the menus selected, room fees, service charges, sales tax, and all other fees associated with the requested services, and the host of the event must submit a non-refundable payment of the estimated bill within 7 days of the event. If the actual charges, due to an increase in attendance or written changes, exceed the estimated payment, the balance is due immediately following the function. To reserve a room for an event, the Club will require payment of a non-refundable deposit as determined by the facility manager.

**Menu Selection-** To facilitate the planning and preparation for an event, the host must submit the menu selection to the Banquet Department no later than two (2) weeks prior to the schedule function. The menu selection for your event is due on or before \_\_\_\_\_.

**Guaranteed Number of Guests:** The guaranteed number for your event is \_\_\_\_\_. If this number changes, the host must provide written notification. In response, the host must receive written acknowledgement of the change from the Club. The guaranteed number may not be reduced within 7 days of Member hosted events or within 14 days of Non-Member hosted events.

**Room Assignment and Charges:** The Banquet Coordinator will assign rooms based on the number of guests and the circumstances of the event. The Club reserves the right to change the function room assignment when necessary due to changing program requirements, attendance, and club activities. The Room Charges reflected are for four hours, and the fee is required upon booking to secure the date. Room charges include Club linen, tables, and banquet chairs. Requested additional equipment and furnishings rented from outside suppliers will be added to the bill. Events lasting longer than four hours are subject to an additional charge. Changes in room rates must be in writing.

	<u>Members</u>	<u>Non-Members</u>
Private Room:	N/C	\$ 100.00
Front-Nine Ballroom	\$ 500.00	\$ 750.00
Back-Nine Ballroom	\$ 500.00	\$ 750.00
Pool Venue	\$ 500.00	\$1,000.00
Upper Terrace	\$2,000.00	\$2,000.00

## Accountability

- The Member and/or the Host of the function are responsible for the conduct of their guests and for any damage they or their guests cause during the function.
- The Club is not responsible for any loss of personal property brought to the club by members, the host of the function, their guest, their vendors, and/or associated individuals performing a service for the function.
- The Club will not assume the responsibility of any automobile brought on the Club's premises, damaged, burglarized, or otherwise.
- Food service for receptions and cocktail parties will be provided for the length of two (2) hours, unless otherwise agreed upon.
- The Club reserves the right to modify Club Policies and Procedures from time to time.
- Any delays in arrival time for an event must be communicated to the Club immediately. If adequate notice is not provided, food quality may be compromised.

## Miscellaneous Charges:

	<u>Amount</u>
• Early Access Fee (before 9:00 a.m.):	\$ 150.00
• Opening Fee for Non-Operating Days/Nights:	\$1,500.00
• Hourly (partials prorated) for events over 4 Hours:	\$ 500.00
• Fee for cleaning thrown items:	\$ 100.00
• Setup for Wedding Ceremony:	\$ 500.00

## Miscellaneous

- The Club will not be available for decorating before 9:00 a.m. In addition, the Club will not permit a room to be decorated until all preceding events have adjourned.
- All florists or persons decorating tables and rooms must have their work completed no later than one hour before the scheduled event.
- Décor, instruments, and equipment used for the scheduled function must be delivered through the designated entranceway.
- Subject to a fee, guests are permitted to toss flower petals (except roses), confetti, birdseed, and canned string upon the Bride and Groom under the portico at wedding receptions. Rice and rose petals are not permitted.
- The Club must approve entertainment and musicians in advance of the event.
- With the exception of wedding and birthday cakes, hosts and guests are prohibited from bringing food or beverages into the Club.
- Hosts, their guests, or their vendors may not move the Club's paintings, furniture, or décor.
- Hosts, their guests, or their vendors may not remove food or beverages from the Club.
- The Club reserves the right to maintain bar service for all events. If the host elects not to provide bar service to the guests of the function, the guests may purchase bar beverages from the Club's bar. The Club will accept most major credit cards.

## Additional Charges

Dance floor	\$250.00	Piano	\$100.00
Screen	\$ 20.00	Overhead Projector	\$ 30.00
Coat Check per hour	\$ 20.00	Microphone	\$ 30.00
Valet (person per hour)	\$ 20.00	Faxes/Copies..each	\$ .50
Bar Setup	\$ 75.00	Additional Attendants	\$ 75.00

**Payment**

- The Club will produce a final invoice at the end of the event, and the host must submit a final payment for the event balance, if any, at that time.
- The function host acknowledges that the final invoice may exceed the estimated billing due to several factors including higher than estimated beverage consumption, the request for additional services, and/or the function attendance exceeds the guaranteed number.
- All prices are subject to service charge and sales tax.
- The Facility Manager will determine the amount of the required deposit. Deposits are based on the number of guests, the amount of space required, the services and equipment requested, and the estimated beverage service. **All deposits are non-refundable.** For member events, the Club may charge the member’s account for the deposit.
- Changes in menu items, required services, and number of guests will influence the final charge. The club may request an additional deposit when changes are made.
- Menu prices are subject to change due to vendor pricing.

**Banquet Agreement**

This agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between Stonebridge Golf and Country Club whose mailing address is 319 Osprey Ridge Court, Albany, Ga 31707 and \_\_\_\_\_ whose mailing address is \_\_\_\_\_  
 \_\_\_\_\_ Phone No. \_\_\_\_\_.

**Terms and Conditions**

The charges and details for the event are reflected in the attached function sheet.

The function host agrees that the Club has furnished the relevant menu prices, beverage prices, and charges for requested services.

A deposit of \$ \_\_\_\_\_ is due and payable upon execution of this agreement.\*

A 20% service charge will be applied to the total amount billed. All service charges are taxed in accordance with Georgia Tax Law, Chapter 560-12-65.

If any amount of the function charges is collected by or through an attorney-at-law or a collection agency, the function host agrees to pay Stonebridge Golf and Country Club all costs incurred in collection, including a reasonable attorney’s fee.

Function Host: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Club Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_