

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 estimated attendees for the event no later than 7 days prior to the event. Guaranteed Number: 72 hours prior to the event, a guaranteed number of attendees is required. 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 72 hours 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 (to include service charge and sales tax).

Non-Member Events

The Club requires submittal of the estimated final numbers of attendees 14 days prior to the event. Guaranteed Number: 7 days prior to the event, a guaranteed number of attendees is required. 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 72 hours 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 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. The host of the event must submit a non-refundable payment of 50% of the estimated bill within 30 days of the event. The remaining 50% balance is due 24 hours before the day of the Event. If the actual charges, due to an increase in attendance or written changes, exceed the estimated proposal, the additional amount is also due following the event. To reserve a room for an event, the Club will require payment of a non-refundable deposit as determined by the facility manager (to include service charge and sales tax if pertaining to a certain service / charge, rather than a whole dollar amount).

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 scheduled function. The menu selection for your event is due on or before _____.

Guaranteed Number of Guests: The guaranteed number for your event is due by _____. 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 72 hours of Member hosted and 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.

	<u>Members</u>	<u>Non-Members</u>
Room Charges	\$3 per person + +	\$6 per person + +
Entire Upstairs (to include terrace)	\$1,000	\$1,500 (upper level only)

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>
• Opening Fee for Non-Operating Days/Nights:	\$1,500.00
• Hourly (partials prorated) for events over 4 Hours:	\$300.00 1 st hour / \$500 2 nd hour / \$700 3 rd hour
• Fee for cleaning (taking down décor, etc...)	\$300.00
• Setup for Wedding Ceremony or Event:	\$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.
- All food and beverage is furnished for the event and during the specified time frame. According to local health codes, any remaining foods and beverages from the event must be discarded immediately following the event. No food or beverage furnished for the event may leave the premises.

Additional Charges

Dance floor	\$250.00		
Screen	\$ 20.00	Piano	\$ 75.00
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. Final invoices for Member events will be charged to the appropriate account. Final invoices for Non-Member events: the host must submit a final payment for the event balance, if any, at that time.
- The event 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. For non-member events 50% of the estimated total is due 30 days prior to the event. The remaining 50% is due the day prior to the event.
- 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: _____