

## *Chatmoss Country Club Banquet Policies and General Information*

*Thank you very much for your interest in hosting your event or function at Chatmoss Country Club. Chatmoss Country Club is a full service private Country Club offering the finest facility and top-notch personnel comparable to many of the best in the Southeast.*

*Chatmoss Country Club is a private club and requires sponsorship from a member in good standing to host an event. The member should attend the function and will be responsible to the club for all debts relating to the function, appropriate behavior at the function, and any damages that may occur during the event. A completed member sponsorship form must be returned authorizing sponsorship no later than one week from the first date of contact with the club.*

*All arrangements for private parties must be coordinated through the General Manager or designated member of the management staff. The following banquet regulations apply to all private, social, and business functions and must be adhered to unless otherwise approved by the Board of Governors.*



## *Function Completion Times*

- ❑ All functions must conclude no later than Midnight.
- ❑ An additional charge of \$100.00 per hour for functions continuing after 12 AM to be arranged in advance.

## *Pricing*

- ❑ Prices confirmed by a signed contract will be honored. Prices are subject to change at the club's discretion.

## *Deposits*

- ❑ A \$300.00 (Members Only) deposit will be required to hold the ballroom. Deposits are refundable only if the room can be rebooked. All deposits will be applied to the bill at the end of the function.
- ❑ Due to the heavy volume of business during December, a deposit equivalent to the room charge will be required to hold the room. For all December events, the member who hosted the party the prior year will have first right of refusal to the date up to two weeks after the function for the upcoming year.

## *Guarantees*

- A guarantee for any private function for lunch or dinner must be received at least 72 hours (3 business days) in advance. Your final guarantee is not subject to reduction. If your final number is not received, the estimated number will be used as the guaranteed number.
- All plates prepared over the guarantee will be charged an additional 25% per person.

## *Pool Parties*

- ❑ Pool Parties are subject to the same rules and regulations as other functions and must be planned with management in advance. The pool rents for \$50.00 per hour when it is not opened to the membership.
- ❑ Lifeguards- a minimum of two is required on duty at all pool functions at \$15.00 per hour per guard. Payment is due at the end of the function to the lifeguard directly.
- ❑ All functions using the pool area must use plastic products for service.
- ❑ Please ask for a copy of our pool guidelines and regulations.

## *Menu Planning*

- ❑ Arrangements must be handled through the management for all sit down dinners of 14 or more guests; as a set menu in which everyone in the party receives the same selected meal.
- ❑ A choice of two entrees with a 72-hour advance notice will require an additional \$2.50 per person charge.
- ❑ Vegetarian or dietary accommodations can be made at no extra charge with advance notice.
- ❑ By appointment the Executive Chef can be made available for consultation in menu planning as requested.
- ❑ Chatmoss Country Club will not provide "to go" boxes for food from buffets. Club policy prohibits any food being brought on to or removed from the club premise. Arrangements for meals to go must be made in advance of the event.

## *Personal Property*

- ❑ The Club shall not be responsible for loss of personal property brought to the Club by any members, guests, or visitors.
- ❑ Any decorations or belongings must be removed immediately following the function.
- ❑ The Club banquet facilities will be available for decorating during normal Club operating hours provided that the room is not reserved for other use.
- ❑ Decorating must be completed one hour prior to functions to allow the Club Staff sufficient set up time.
- ❑ Club personnel will not be provided to assist in decorating.
- ❑ The Club reserves the right to control how and where decorations may be placed. All decoration details should be discussed with Club Management prior to the event.

## *Private Functions*

- ❑ All private functions must be for or sponsored by a Club Member in Good Standing. A sponsoring member is responsible for all charges incurred and any damages to the club. (See attached sheet for rules or sponsorship and non-member room fees).
- ❑ Chatmoss Country Club reserves the right to book the use of a room the same day of a scheduled event or move to an alternate room to allow for requested business.
- ❑ The Club must provide all food and beverages served on club property. The only food items that may be brought in are special occasion cakes. There will be a plate-serving fee of \$1.00 per person or \$75.00 maximum charge for cakes brought in for service.
- ❑ Damage to banquet facilities and/or extraordinary cleanup to the premises will be billed to the sponsor's account if not paid promptly by the host of the function.
- ❑ Florists and decorators must clean up any waste before and after the activity. The management, prior to the function must approve all decorations and entertainment.
- ❑ A clean up fee of \$75.00 will be charged for clean up of items such as bird seed, raised petals or confetti in conjunction with the departure of the bride and the groom at the reception.
- ❑ Chatmoss Country Club does not accept the responsibility for the expense of serving a meal to the band members contracted by the host. Chatmoss will refuse any distribution of alcoholic beverages to contract services without permission from the host.
- ❑ All functions hosted for guests under the age 21 years of age will be required to hire an off duty police officer in uniform for the duration of the party.

## *Room Charges-Members Fees*

- A room rental will be charged on all meeting functions or when the established food charge minimums are not met. \$10 ++ per person (Lunch Service) \$16 ++ per person (Dinner Service)

Event Space - Member Pricing	Room Fee
Ballroom (Seated 250) (Reception 300-350)	\$ 300.00
Falcon (Seated 14) (Reception 20)	\$ 50.00
Plantation (Seated 25-35) (Reception 40-50)	\$ 75.00
Virginia Room (Seated 20-30) (Reception 30-45)	\$ 75.00

## *Room charges Non-Member Sponsored Function*

- In order to host a member-sponsored private function for a non-member, a minimum total spending for food and beverage of \$20.00 per person plus 18% service charge and 9 % sales tax must be met.

Event Space - <b>Non-Member</b> Fees	Room Fee
Ballroom	Tuesday-Thursday \$500.00 Friday \$750.00 Saturday \$1,500.00
Plantation Room	\$150.00
Falcon Room	\$ 75.00
Both Rooms Together	\$200.00

In order to host a function, a minimum total of spending for food and beverage of \$20.00/person++ must be met. Deposits are required in the amount of the room charge and are refundable only if the room can be rebooked. Non-members, who have been sponsored by a member, can only confirm with a deposit within six months of the date requested. Members have the privilege of booking any date until deposit is received; once within the six-month guideline, the non-member is locked into the requested date.

\*Non-member (sponsored by a member) Civic/Community Function fees will be charged according to the discretion of the Club Manager and House Committee.

**Effective June 1, 2005**

**Sponsorship Form**

*Must be completed and on file in order for a non-member of  
Chatmoss Country Club to host event.*

**Date:**

**Chatmoss Country Club**

**Re: Non-Member/Private Function Sponsorship Form:**

\_\_\_\_\_

**Date of Function:**

\_\_\_\_\_

**Guests Name:**

\_\_\_\_\_

**Type of Function:**

\_\_\_\_\_

I hereby sponsor a non-member function at Chatmoss Country Club for the above named person (s). I have met him/her and find this person to be of good character and believe that the above stated person is a responsible individual. I assume all financial responsibility should the guests not meet their obligations. I read and understand the clubs guidelines on sponsoring functions.

**Respectfully submitted,**

**Member** \_\_\_\_\_ **Account Number** \_\_\_\_\_

**Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_