



Pinecrest Country Club

Banquet Policies & Contract

General Policies

While Pinecrest Country Club is a private country club, we do allow non-members to host functions at the Club. A room rental fee will apply to all non-members.

All decorations brought into the Club should be delivered the day of the event and removed immediately following the event. Nothing may be affixed to walls, floors, furnishings, or ceilings of the Club without prior approval of the Club Manager. Candles are allowed as long as they are contained in a glass or other suitable container. No open flames are allowed. Confetti and glitter are strictly prohibited due to the difficulty involved in cleaning. Smoke Machines are also strictly prohibited.

The Club is not responsible for any items lost, left unattended, or not removed after the scheduled event by a guest or third party vendor. Unless otherwise arranged, items left behind will be discarded after three (3) days.

The cost of repairing or replacing any Club property broken, damaged, or removed by a guest of the function will be charged to the client or the client's designee responsible for payment.

All food and beverages served must be supplied by the Club. The only exceptions are wedding cakes and any other celebratory food item that Pinecrest is unable to prepare. Please review these items with General Manager or Pinecrest Event staff at time of booking.

Although, Pinecrest Country Club will make every effort to honor menu prices set at the time of contract signing, The Club cannot guarantee prices more than thirty (30) days prior to the event due to fluctuating wholesale market prices. A 6.75% tax and 20% service charge will be added to all listed menu prices.

The Club expects all guests to conduct themselves in keeping with the environment of the country club. The client is responsible for assuring that their guests conform to the Club's code of conduct or risk being expelled from the event.

The client will provide adequate adult supervision for small children, and will be held responsible for acceptable behavior of the children as it relates to Club property, activities, and other guests.

A group requesting tax exemption must present a tax exempt certificate prior to the scheduled event.

A Member sponsor must complete a "Sponsoring Member Statement" form and will be held responsible for all unpaid charges and/or damages to the Club.

Room Fees

Ballroom #1 Only - \$350.00	Oak Room- \$250.00
Ballroom #2 Only - \$100.00	Living Room- \$350.00
Ballroom #3 Only- \$100.00	19 th Hole - \$250.00
Entire Ballroom (includes additional set up fee) - \$800.00	Ladies Card Room: \$35.00
Private Bridal Suite: \$100.00	

(Includes complimentary use of men's & women's locker rooms for use of wedding party)

Room charges include up to forty (40) sixty inch round tables, up to six (6) 8 ft. rectangular tables, up to six (6) six ft. rectangular tables, one hundred ninety (190) padded banquet chairs, several different colors of linens to choose from, china, glassware, silverware, bar ware, room set up, and room clean up.

The use of one (1) podium and microphone is offered at no charge.

Additional Services and Fees

A/V Screen (5ft diagonal)	\$10.00
A/V Screen (8ft diagonal)	\$25.00
LCD Projector	\$30.00
Risers (4' x 8' x 8")	\$20.00/section (6 sections available)
Lapel Microphone	\$10.00
Wireless Hand Held Microphone	\$25.00 (2 available)
Piano (Baby Grand)	\$50.00
Coat Check Attendant	\$60.00 for 3 hours (\$25.00 for each additional)
Carvers/Attendants	\$50.00
Round Mirrors	\$2.50 each
Votive Candles	\$2.50 each
Cake Cutting Fee	\$75.00 per cake
Easel	\$5.00
Hurricane Globes	\$10.00 each set

Deposits and Billing

Banquet space is not contractually obligated until Pinecrest Country Club receives this signed contract and deposit. A deposit in the amount of the room charges will need to be collected within two (2) business days of the time of booking.

A tentative courtesy hold can be placed on a given date for a maximum of two (2) weeks. At the conclusion of that two (2) weeks, a signed contract and deposit must be received or hold will expire.

All deposits and advanced payments will be applied to the final bill. A final bill will be itemized and mailed within two (2) business days after the event. The final bill is due upon receipt and is late after thirty (30) days. Any bill not paid within the thirty (30) days is subject to late fees. Final charges will be based on either the guaranteed count or the actual attendance, whichever is greater. If actual attendance exceeds the guaranteed count, the remaining balance due will be resolved by the conclusion of the event.

Cancellation

Cancellations must be made in writing

Cancellations made at least 180 days prior to the scheduled event date will receive a 100% refund of the deposit. Cancellations made at least 120 days prior to the scheduled event date will receive a 50% refund of the deposit. No deposit refunds will be given to a cancellation made within 120 days of scheduled date.

Re-scheduling a reserved room must be done no later than 90 days prior to the event date. 100% of the deposit will be applied to the re-scheduled date if the Club is able to book that date that was originally reserved. 50% of the deposit will be applied to the re-scheduled date if the Club is unable to book the originally reserved date. The remaining 50% will be forfeited if the Club is unable to book the original scheduled date.

Dates and Timelines

An approximate number of attendees is required no later than thirty (30) days prior to the scheduled event. A guaranteed number of attendees is required no later than five (5) days prior to the event. Guest count cannot be decreased from this number, but guest count may be increased up to 48 hours prior to the scheduled event.

A final menu selection is required no later than thirty (30) days prior to the scheduled event.

A final linen color is required no later than thirty (30) days prior to the scheduled event.

To allow for decorating, evening events will have use of the booked room(s) from 8:00am until midnight. All functions must end at midnight unless other arrangements have been made with the General Manager.

Bar/Beverage Service

The Club holds a liquor license issued by TABC. As such, Pinecrest Country Club is obligated by law to refuse alcohol service to anyone who is under the age of 21 or who is visibly intoxicated. The Club reserves the right to refuse service of alcoholic beverages to any persons unable to provide satisfactory proof of age. In addition, the event sponsor will comply with all applicable liquor laws and further agrees that neither the event sponsor nor any guests will request, offer, or serve alcoholic beverages to any minors or to any individuals who appear intoxicated.

All alcoholic or non-alcoholic beverages must be consumed within Club premises. Open containers or glasses of such beverages may not be taken out of the Club for any reason.

An open inventory will be taken prior to the event and a closing inventory will be taken at the conclusion. Billing will be according to consumption.

Bar/Beverage Service Cont.

Absolutely no alcohol may be brought into the Club. Alcohol found in possession of the guest that was not purchased from Pinecrest will be confiscated and a \$25.00 per bottle charge will be added to the final bill. The confiscated bottles will be returned at the conclusion of the function.

An 8.25% mixed beverage tax will be applied to all liquor, beer, and wine served.

There is a \$150.00 set up charge on all bars and a \$65.00 per bartender fee.

Menus and Menu Selection

All menu selections must be made no later than thirty (30) days prior to the event date.

Pinecrest employs an executive chef who will be happy to work with you to create your own unique menu. If a specially designed menu is something you desire, please let us know in advance so we can coordinate meeting times and tastings to ensure your satisfaction.

In order to ensure that cuisine is pleasing to both the palate and the eye, all selections are priced per person in attendance. A minimum of 30 people is required for all buffets. Buffets and hors d'oeuvres shall be replenished frequently to provide a quality appearance and satisfy the first patron through the last. Hors d'oeuvres will be replenished to two (2) hours from the start of serving time.

Pinecrest Country Club policy prohibits guests from taking any leftover food.

Wedding Ceremonies

Wedding ceremonies may be held at the Club. There is an additional fee added to any facility charge for holding a ceremony and will be determined by the scope of each individual ceremony.

Pinecrest will make every attempt to accommodate your wedding party for a rehearsal date, but we cannot guarantee that it will be the day before the wedding or the same room the wedding will take place unless you book the day prior and pay an additional facility charge for that day.

Rentals

Pinecrest Country Club will not be responsible for any rentals brought into the club. Rental deliveries should be coordinated with the Club Manager to arrive at times that do not interfere with normal Club business.

A \$150.00 service charge will be applied if the Pinecrest staff is held responsible for setting up or taking down any rental items. This includes any tables, chairs, stages, or floral arrangements. Arrangements should be made with coordinators, florists, rental companies, and bands to handle all of their equipment.

All rentals will be at the expense of the host unless other arrangements are made with the Club Manager.

Pinecrest Country Club

Banquet Contract

Name of Person or Organization Responsible: _____

Date of the Event: _____ Time of the Event: _____ Event Type: _____

Mailing Address: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Estimated Number of Guests: _____

Rooms Requested: _____ Deposit Total: \$ _____

Member Sponsor (if none, please write "N/A"): _____

Event Agreement Terms and Conditions

Patron agrees to indemnify, save and hold harmless Pinecrest Country Club and or managers from all liability and claims for damages by reason of injury or death to any person or damage to property from any cause whatsoever, including loss of use while in, upon, or in any way connected with the use of herein described premises by the patron.

Patron accepts the premises in their "as is" conditions and acknowledges that Pinecrest Country Club has made no representation or warranties with regard to the suitability and/or condition of the premises.

Patron agrees that any and all vendors (theatrical agents, florists, photographers, etc.) performing a service for patron on the Club's premises shall comply with the terms of the event agreement.

Any property damages resulting from the patron's use of the premises in excess of normal wear and tear will be repaired and billed to the patron, who agrees to pay said billing promptly.

Patron or vendors shall not obstruct any sidewalks, halls, passages, exits, or entrances of the premises. Patron further agrees to comply with all safety, fire protection and evacuation procedures and regulations established by Pinecrest Country Club or any governmental agency, and obey all laws.

Patron, or any person invited to visit such premises by patron, shall not use portions of the facility not covered by this event agreement. Patron further agrees that it will not permit any person attending its function to bring alcoholic beverages on the premises.

Patron has reviewed, understands, and agrees to abide by Pinecrest County Club's banquet policies. Patron shall be responsible for informing all patron's agents, clients, customers, invitees, and guests of the above rules and enforcing strict compliance with said rules.

Accepted By: _____ Date: _____

Printed Name: _____