

# 2018 Banquet Policy & Contract

## Basic Information

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### Capacities:

Dining room- 100 people Private dining room- 50 people Bar-50 people

Whole clubhouse- 200 people

Outdoor Lower Patio- 40 people at tables, 100 people for ceremony

(Please note capacities are approximate, depending on seating arrangements)

Hours: The facility is available from 6:00 pm-12:30 am. Facility rental includes 4 hours of service, additional time may be provided with prior arrangement, at the rate of \$150 per hour. Availability for daytime functions depends on other events and will be arranged accordingly.

Fees: A minimum of \$2,000 in food purchases is required, which does not include beverages or tax and gratuity. Please add 16.5% gratuity, 5% surcharge, and 7.75% sales tax to all food and beverage purchases.

Conferences: The main dining room and private dining room are available for breakfast and lunch meetings. There are no minimum purchase requirements for such events. A guaranteed number is required 5 business days prior to the event.

Conference rates include a water station for your group. If food is ordered, the conference rate is reduced by half.

All day conference rate \$300

Half day conference rate \$150

## Deposit

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A non-refundable deposit of \$600 will be required when the function date is reserved. This deposit must be received by the Club within 15 business days of the day the reservation was made. If the deposit is not received, your reservation will be cancelled.

## Bar Service

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All beverages must be purchased from River Island Country Club. If a specific type of wine is requested, please ask the manager. If we can't order it from our vendor, you may provide it for a corkage fee of \$12 per bottle. Special requests for liquor or beer will be considered.

The main bar is available for use as a hosted or no-host bar. If your event would like more than one bartender on duty to serve your event, there is an additional fee of \$100.

A self-serve water and coffee station will be set up for your event. Ice tea and soda may be hosted for a cost of \$2 per person. Regular menu prices will apply to non-hosted beverages.

**Food** initial \_\_\_\_\_

For parties of 75 or less, food will be plated and served. If the party is larger than 75, it will be served buffet style.

Luncheons may request a buffet for 30 or more people. Smaller parties may choose a menu, or if less than 20 people, order off the current lunch menu.

Events may select from our current menu offering, or special menus may be created in cooperation with the Chef. A guaranteed count of expected guests is required 10 business days prior to the event. Food quality is only guaranteed within 20 minutes of the contracted serving time. If the event is served as a buffet, it will remain open for 1 ½ hours after the contracted serving time.

Wedding, birthday, shower, and anniversary cakes/cupcakes may be brought in at a cost of \$1 per person. If desired, River Island staff will cut and serve the cake for you.

Food left over from the event is not permitted to be removed from the Club, and adjustments will not be made for food left over due to less than anticipated attendance or consumption.

**Outside Food and Beverage** initial \_\_\_\_\_

It is not permissible to bring outside food or beverage on to River Island Country Club property at any time. Unauthorized items will be confiscated by staff or security. Exception: ceremonial cakes and pre-packaged "sweets table" items.

**Linens** initial \_\_\_\_\_

Napkins are provided for your event. The house color is burgundy, but other colors can be special ordered. The colors provided by our vendor are limited and seasonal.

Tablecloths are not provided, but may be ordered at a cost of \$2.50 each. The only color available from our vendor is ivory. Any special linen orders must be made 10 days prior to the event.

Due to the limited availability of linens, events are welcome to provide their own. The exact number needed will depend in the size of your party and the room setup. River Island has three 60" round tables, one 54" round table, and thirty one 37" square tables. Banquet tables (6') will be used as needed for seating.

**Weddings and Receptions**

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The fee for an outdoor ceremony is \$750, which includes up to one hundred twenty five (125) chairs, chair setup and takedown, and use of locker rooms. Food and beverage not purchased from River Island is not allowed in the locker rooms at any time. It is preferred that wedding rehearsals are held between 4:00pm and 6:30pm on the day before the ceremony. Arrangements may be made otherwise if necessary. Due to the unique floor plan of the Clubhouse, the seating design will be determined by staff. However, every effort will be made to accommodate special requests.

**Security**

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Security guards are required by law if the bar is open. Guards will be supplied by River Island Country Club. The cost of the guards will be added to the final bill. The current rate is \$30 per hour per guard, minimum of 4 hours. The recommended ratio is 1 guard per 75 guests.

**Decorations**

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The Club may be decorated prior to the scheduled event, provided the time is arranged with staff. Decorations may not be, in any way, destructive. Events are required to remove decorations at the end of the event; if not removed, Club personnel will do so and the client will be billed accordingly. River Island Country Club is not responsible for any and all outside items brought on to the property, including, but not limited to, cakes, ice carvings, decorations, decorating tools, rental items, personal items, and vehicles.

**Guarantee and Payment**

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A guaranteed count of attendees is required 10 business days prior to the event. If a guarantee is not submitted, it will be assumed that the count is the original number for which the event was booked. The event will be charged for the reservation count or attendance, whichever is greater.

Payment for all estimated charges, including service and tax, is due and payable 10 days prior to the day of the event. A final bill will be prepared at the conclusion of the event and presented to the event coordinator. Full and final payment is expected the day of the event.

**Liabilities and Additional Charges**

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A labor charge at current rates will be assessed for unusual set-up, clean-up, and employee assistance. The person booking the event is liable for all fees and charges incurred by the event to be paid in full the day of the event. The person booking is also responsible for the conduct of guests and any damage or injury caused by their guests. Club employees are not responsible for child care- children should be under adult supervision at all times.

The Club will not be held liable for non-performance of the contract when such non-performance is attributable to labor troubles, disputes, strikes, accidents, government regulations of or restricted upon travel or transportation, non-availability of food, beverages, supplies, riots, national emergencies, acts of God, and other causes whether enumerated herein, which are beyond reasonable control of the Club preventing or interfering with the Club's performance. In such an event, the Club will not be held liable to the customer and/or contracted for any damages, actual or consequential, which may result from such non-performance.

**No Outstanding Prior Obligations**

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River Island Country Club reserves the right not to book and the right to cancel an event when a principal of the event has an outstanding unpaid prior obligation owed to the Club. A principal would be, for example, immediate family of the wedding party, owner of a business hiring us, etc. The person booking the event should provide the names of all such persons at the time of booking if there is a possibility that this rule may apply to avoid the possibility of later cancellation.

**River Island Country Club Banquet Contract**

Event: \_\_\_\_\_

Date of the Event: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Serving Time: \_\_\_\_\_ End Time: \_\_\_\_\_

*Note: All events are required to end by 12:30am (at which time the bar will close) and premises vacated by 1:00 am. Arrangements must be made in advance for a later departure time, at an additional labor charge of \$150 per half hour until all guests have left the premises.*

Requested Menu: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bar Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

As event contact person I have read and understand all rules and policies presented in the River Island Country Club Banquet Contract. I understand that if my confirmed numbers are less than 95% of the contracted number, or if I do not meet the spending minimum, I am financially responsible for the difference. Final payment will be made the day of the event. I also understand that River Island Country Club reserves the right, at its discretion, to close the bar at any time, if the situation warrants.

Event Contact Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RIVER ISLAND