



## **BANQUET & SPECIAL EVENT GENERAL INFORMATION**

### **Alcoholic Beverages:**

The host will assume all charges for food and beverages dispensed during a function. Parties that require guests to pay cash must be planned in advance. All alcoholic beverages will be dispensed and monitored by Club personnel. It is prohibited by law to sell, furnish, or give any alcoholic beverage to minors. Picture identification is required for proof of twenty-one years of age. The Club personnel have the authority to restrict or curtail service in the interest of everyone's welfare. No alcoholic beverages may be brought into or taken from the Clubhouse.

### **Member Areas:**

The Bar, Dining Room, Outdoor Patio, Swimming Pool, Tennis Courts and Golf Course are considered member only areas. It is asked that guests do not gather in these areas. **There is a non-smoking policy in effect everywhere inside the Clubhouse. Smoking is only permitted in outside designated areas.**

### **Audio Visual Equipment:**

Rental of audio-visual equipment can be arranged through the Club.

- Podium/Microphone Set-up \$25
- 6' Screen \$25
- Flip Chart & Markers \$10
- Easel \$ 5
- Wax Board & Markers \$10

### **Room Charge:**

Room charges may be assessed to events and/or meetings with minimal (or no) food and beverage.

### **Wedding Ceremonies, Rehearsals and Receptions:**

The Club can accommodate up to 250 people for a sit down reception. Outdoor reception/ceremony space is available weather permitting.

- Outdoor Ceremony \$500
- Indoor Ceremony \$350

**Table Linens:**

The Club provides complimentary white linen with a choice of colored napkins.

If you wish to have special linens they are available through Special Occasions & Queen Street Linens, (717) 299-4642 or info@specialo.com and through our in house services.

**Entertainment, Purveyors and Suppliers:**

The host will assume full responsibility for the conduct and well being of the entertainment, purveyors and suppliers contracted for the benefit of the host's party. The Club is not responsible for injury, loss or damages incurred by or from outside services contracted by the host. Due to the sensitivity of the smoke detection system fog machines are not permitted in some areas of the Clubhouse.

BRCC has compiled a preferred vendor list which will be shared with the event host.

**Other Services:**

Arrangements can be made for coatroom attendants, valet parking and shuttle services for an additional charge.

**Property Damage:**

The host will be responsible for their guests' conduct. Any cost relating to loss or damages to the Club property will be the responsibility of the host. The cost will become payable within 30 days from determining those replacement and repair costs. Assignment of costs incurred will be at the discretion of the Club Management.

**Billing:**

All events are subject to a 20% service charge. In addition to the designated service charge, food pricing is subject to 6% sales tax (alcoholic beverages will not be taxed). All billing is done through the Business Office at the conclusion of the event. An invoice of all charges will be sent to the person designated on the Event Order.

All tax-exempt organizations must provide the Club with a copy of their tax-exempt certification prior to the start of the event. Payment is due upon receipt; a 5% late charge will be applied monthly to unpaid balances.

**Confirmation:**

A completed event order and contract will be mailed to you outlining your required deposit and payment installments. The required deposit and signed contract must be returned to the club before your date will be reserved. Please keep a copy of these forms for your records.

**Cancellation:**

All deposits and installment payments will be forfeited to Blue Ridge Country Club.

**Attendance:**

In order to insure that proper ordering, staffing and seating occurs, an accurate number of those attending will be given 10 days prior to the scheduled date. We ask for a final confirmed count no later than 72 hours prior to the scheduled time. If the confirmed guarantee is not received the estimated attendance will be billed unless actual attendance is greater.

**Menus:**

The Club takes pride in the preparation of the food it serves. If you do not find a suitable selection in the menus, the Clubhouse Manager and the Executive Chef will be glad to customize a menu to suit your needs. Special meals are also available to accommodate children and dietary requirements. Foods are prepared in ample quantities for proper display and presentation and do not represent over preparation.

A surcharge of \$3 per pre-selected entrée will be added for each additional change.

All entrees will be accompanied by a house salad, pre-determined vegetable and starch, dinner rolls, butter and coffee and tea.

Manned stations are subject to a \$75 charge per station attendant. Additional fees include \$25 per passing attendant, \$50 per bartender for hosted bars and \$100 per bartender for cash bars or beverage cart rental with attendant.

**ALL MENU PRICING IS SUBJECT TO CHANGE**