

Fredericksburg Country Club

Event Contract Rules and Policies

Reservations

All forms and event contract must be filled out, signed and returned, accompanied by payment of room fee within 5 days of booking a reservation before it can be confirmed and the date held. All reservations are booked on a first come, first served basis.

Attendance Guarantee

An **estimated number** of expected guests must be received at least one week prior to the function. A **guaranteed number** of guests must be received by the club five days prior to the event. Charges will be based on the guaranteed number even if fewer guests attend. That number may only increase by a maximum of 5 % once you are within 72 hours of your event. The Club will prepare food for your exact minimum guarantee. If more guests attend your function than the minimum guarantee, the Club cannot guarantee that your guests will be served the same menu selection. The Club will also charge an additional \$5.00 for each guest more than 5 % over your minimum guarantee.

Arrangements:

Final arrangements must be completed 48 hours prior to event and may not be amended after that time, without the Club's advance approval.

Fees and Minimum Spending Policies

Ballroom lunch or dinner parties or functions serving cocktails and hors d'oeuvres only:

Minimum spending fee: \$19.00 per person for dinner and \$12.50 per person for lunch or \$250.00 in food and/or beverage. This does not include auto-gratuity and sales/meals tax (29.3%).

Friday, Saturday and Sunday functions in ballroom: Minimum purchase of \$600.00 in food and/or beverage. This does not include auto-gratuity and sales/meals tax (29.3%). Functions not meeting this minimum spending requirement will be charged an additional dollar amount to fulfill the \$600.00 minimum.

Room Fee Deposits are non-refundable and do not go towards the final food and beverage invoice. All Room Fee Deposits must be received in full before a reservation can be confirmed.

Groups that meet on a regular basis weekly, biweekly, bimonthly, or monthly do not pay a room fee for their regular meeting/dinner. Room fees will apply for all other functions.

Labor: Cost for function includes up to five hours labor. An additional charge of \$150.00 for each half hour over five hours will be added to bill. This charge does not apply to set-up or break-down by bands, DJ's, florists, decorators or other outside contractors. In the event that service charges do not cover staff labor cost, staffing fees will be assessed and applied.

Tax and Service Charge: There is a 20 % Auto Gratuity and a 9.3 % Sales/Meals Tax applicable to all food and beverage items.

Miscellaneous fees:

- Stage Set up fee: \$250.00
- Ceremony fee: \$250.00
- Bartender fee: \$25.00 per hour (one per up to 100 pp) unless stated otherwise
- Carver fee: \$30.00 per hour (one carver per up to 150 pp)
- Sauté station cook fee: \$25.00 per hour
- Beverage Cart Driver fee: \$12.50 per hour
- Lifeguard fee: \$25.00 per guard per hour
- Pool Rental fee: \$250.00
- Extra basic linens: \$3.00 per small cloth and \$4.00 per large cloth. Basic white linens included. Special colored napkins and linens can be provided for an addition charge.
- Full chair cover-club provided (white only) \$3.25 each. Add .75 for sashes (may bring your own). If you provide the chair cover, there is a .50 per cover labor fee. If you would like the Club to tie the Sashes, there is a .75 per sash labor fee.
- Service of special cake brought onto premises and cut by Club Staff: \$30.00 per 100 people
- Clean up charge for throwing birdseed after reception (no rice or paper confetti) \$30.00
- Check room attendant fee: \$20.00 per hour
- Food Tasting Fee: \$35.00 per person (check, cash or member charge due at the time of food tasting) This fee will be credited back to your event total bill once we have booked your event and received your room rental fee. Food tastings have to be set up 2 weeks in advance through the Catering Director. It is up to the Chef's discretion what he can prepare for food tasting. There is a limit to how many items can be chosen for the food tasting. Limit one food tasting.

EVENT ROOM FEES

Lunch

	Tuesday – Thursday Room Fees	Friday- Sunday Room Fees
Parlors	50.00	75.00
Hunt	50.00	75.00
Mannsfield	50.00	75.00
Great Room	100.00	125.00
Ballroom	225.00	750.00

Dinner

	Tuesday- Thursday Room Fees	Friday- Sunday Room Fees
Parlors	75.00	100.00
Hunt	75.00	100.00
Mannsfield	75.00	100.00
Great Room	135.00	250.00
Ballroom	250.00	1,000.00

Rules and Regulations

Advertising: No club member, non-member or organization shall print, publish or distribute in any manner, advertisement concerning member sponsored public events or private functions to the general public without advance written permission from the Club's Board of Directors or General Manager.

Smoking Policy: The clubhouse is entirely smoke-free. This includes the entire building and all rooms, including private parties. Smoking is allowed on the Ballroom deck, Great Room patio, and clubhouse front porch.

Dress Code: All members and guests entering the clubhouse main level including the deck will not be allowed to wear T-shirts or blue jeans at any time. No tennis attire or sweats are allowed in the Rappahannock Room after 5 PM. This house dress code will not apply to children age 9 years or under. All dress must be in good taste and conservative in appearance. No baseball or golf caps are to be worn in the parlors.

Billing

Members: Balance is due within 10 days of completion of function. A finance charge of 2 % per month will be applied to all of the outstanding balance at the end of 30 days.

Sponsored Non-Members: The total bill will be estimated based on the details of the function and payment will be due 72 hours in advance of the function date based on the minimum guarantee. On the day of the function the final billing will be calculated and any balance due will be due within 10 days of completion of the function or in the case of overpayment, the Club will mail any refund due within 10 days of completion of the function.

Alcoholic Beverages

All sponsors / hosts are advised that the sale and consumption of alcoholic beverages will be made in strict compliance with current regulations of the Virginia Alcoholic Beverage Control Commission. Every member of our staff is instructed to abide by the regulations. We trust that neither you nor your guests will be

embarrassed in the execution of these rules and that you will understand if you or your guest are required to show identification for proof of age.

No alcoholic beverages may be taken out of the club at any time. The club will not be responsible for any damages or injuries related to the consumption of alcoholic beverages on the club's premises.

Club Condition

Sponsor or Host agrees to be responsible for any theft or damage incurred by the Club by guests or independent contractors or other agents during the period of time such persons are under the sponsor / host control.

Club Liability

The Club will not be responsible for damages or loss of any merchandise, personal property or other articles left in the Club prior to, during or following the function. The Club will not be responsible for circumstances beyond our control such as electrical failure, water loss, bad weather, gas leak, etc. Dissatisfaction in the quality of the food due to the late arrival of guests will not be the responsibility of FCC.

Displays, Decorations, Confetti, Music and Special Equipment

All displays and or decorations, confetti, music, and special equipment must have prior approval in all details of any special arrangements. Banners, signs or similar items may not be placed on any wall without prior approval from the catering director. No throwing of confetti, birdseed or other materials including bubbles will be allowed in the Club House. In the event that damage to Club property occurs, damage charges will be assessed. Club will not be responsible for event decorations.

Contract Changes

No changes can be made to the function contract within 72 hours prior to the event date.

Agreement

I have read and agree to abide by the event contract rules and policies:

Sponsoring Member (signature) _____

Sponsoring Member (print name) _____ **Account #:** _____

Event Host _____

Event Name: _____ **Event Date:** _____

Date _____ **General Manager** _____

PLEASE SIGN THE ABOVE AGREEMENT AND RETURN THE EVENT CONTRACT TO THE CLUB.