



## GOVERNORS CLUB

## *Wedding Receptions and Rehearsal Dinners* *Sponsored Member Event Information and Procedures*

**Payments and Deposits** – An advance deposit will confirm the date and space for your function. The deposit is \$1,000.

- All Deposits are non-refundable
- 100% of the original deposit is applied to your final bill
- All non-member social events require 50% of the anticipated balance 90 days prior to the event and full payment of the anticipated balance five business days prior to the event.
- All additional charges are due at the conclusion of the event
- All non-member social events are required to have a major credit card on final

**Menu Selections** – Arrangements for all wedding functions will be handled through our catering department.

- Your menu selections must be submitted at least 30 days prior to your event. Prices are subject to change due to market fluctuations and will be confirmed 90 days prior to your function.
- It is club policy, in accordance with local regulations, that no food or beverage may be brought into the club from an outside source or removed from club premises.
- **Set menus are required for any party over 22 people.** If you wish to provide your guest with choices in the menu selection, we ask that you follow these guidelines. Pre-counts will be provided by the host a minimum of 48 (weekday/business) hours prior to the event. Place cards can be provided by the Club or provided by the host (with the Clubs final approval) to include the name of the guest and the menu choices they have made. This is to ensure prompt service at the time of your event. It is the responsibility of the host to provide the Club with a list of their guests and their menu choices in a timely manner.
- **For groups up to 65 people** you may offer the maximum of two (2) items for the first course, the maximum of three (3) items for the entrée with the same dessert for the entire party. Pre-counts must be provided for all courses by the host a minimum of 48 (weekday) hours prior to the event.
- **For groups of 65 or large** we ask that you serve your guest the same menu items.

**Cake Cutting Fee** - \$1.00 per person

**Vendors** – The delivery and arrival of flowers, rented equipment, entertainment etc. must be coordinated directly with the Catering Director.

**Service Charge and Taxes** – Food and beverage items are subject to 20% service charge. All charges, including service and miscellaneous charges are subject to a 7.5% state sales tax as required by law.

**Room Rental Fees** – For all non-member functions, room rental fees will apply to your function. Room rental includes tables dressed with club linens (white), chairs, glassware, silverware, and china. The client will be responsible for providing table centerpieces and buffet centerpieces if desired.

2<sup>nd</sup> Floor Rooms

Member - \$650

Sponsored Member - \$850

3<sup>rd</sup> Floor Rooms

Library \$45

Capital \$55

Governors Board Room \$45

Private Dining Room \$25

**Guarantee** - We require that the catering department be notified of the final number of attendees 48 business hours prior to your function. This guarantee is not subject to reduction.

**Decorations** - For seated parties, buffets, and receptions the host will provide centerpieces to meet the Governors Club standards, subject to prior approval.

- The Club must approve any attachments to the walls (banners, posters, etc), in advance.
- The Club suggests fresh or dried flower petals, bubbles, bells, or sparklers as a wedding send-off. These activities should be limited to outside of the clubhouse. It is required to have sand or water buckets when using sparklers for the guest to return the sparklers in.
- The use of birdseed, rice, confetti or glitter is prohibited as these items present a slip hazard.

**Club Usage** – Hosts and their guest are limited to the banquet room rented and the restrooms on the same floor. All other club areas including Member Grill and lounge are Members-only areas.

**Security** – The Club will not assume responsibility for articles lost or stolen brought into the club by the host or guest.

Any club property damaged or removed from the building or surrounding areas is the responsibility of the host.

Please sign and return our policy guidelines with your deposit, as it will become part of your contract. The staff at the Governors Club looks forward to providing you and your guests the best service and atmosphere to make your event a great success.

Thank you.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_