

Treyburn Country Club

Banquet and Catering

TERMS AND CONDITIONS

SPONSORSHIP AND ROOM RENTAL/SET-UP FEES

All events at Treyburn Country Club must be either Member functions, functions sponsored by a member in good standing, or functions approved by management of Treyburn Country Club. If an event is member-sponsored, the sponsoring member must notify the Catering Office either by phone or written notice stating that they have agreed to sponsor the event before the club will confirm or make any arrangements.

In sponsoring a function, a member assumes full responsibility for the conduct of guests, compliance with club rules, and any debt incurred to the club.

Member-sponsored and Non-member events are subject to a Room Rental/Set-Up Fee. Members are exempt from Room Rental fees; however, should a room be reserved during a meal period and no meal is required, a Set-Up fee may be assessed equal to the Member-sponsored Room Rental fee for the applicable room.

Any function may not be confirmed more than 12 months prior to the reservation date. This allows first access to the club by the membership.

DEPOSITS

We require a \$1000 deposit for all wedding reception and holiday events utilizing the Main Dining Room. Deposits are non-refundable and will be applied towards payment of the final bill. Club members may be billed for the initial deposit upon request. Deposits are due upon formally confirming the reservation. _____ (*initial*)

All member-sponsored and non-member functions are required to pay 100% of the estimated charges, including any beverage estimate, two (2) weeks prior to the event.

Failure to make scheduled deposit payments will result in cancellation of the function.

FOOD MINIMUMS

Food minimums may be required for functions, both member functions, member-sponsored functions, and non-member functions. In the event that the required minimum is not met, the remaining difference is subject to applicable sales tax and service charges. Room Rental/Set-Up fees, beverage charges, service charges, and sales taxes do not count toward food minimum requirements.

GUARANTEES

An estimated guest id required 14 days prior to the reservation date. The final guarantee is due to the Catering Office three (3) business days prior to the event. If a final count is not given, the

last number given to the Catering Office will be considered as the final guarantee. Should your actual number of guests that attend be less than your guaranteed number, the guaranteed number will be charged. Any increase after the guarantee is set will be subject to product availability and billed in addition to guarantee. ____(*initial*)

PRICES

The prices in our menus are subject to change due to market conditions and availability and may change without notice. Once the menu is selected, prices are confirmed 60 days prior to the event.

SERVICE CHARGES AND SALES TAX

All private function menu prices are subject to a 20% service charge. As required by NC State Law, all food and beverage charges, including service charges, are subject to 6.75% sales tax. Service charges and taxes are applied only to food and beverage items.

CANCELLATION

An event that is cancelled within 30 days to 72 hours prior to the event will be billed for one-half of the estimated charges for the event. The full guaranteed amount will be charged if the event is cancelled within 72 hours of the function. ____(*initial*)

BILLING AND PAYMENT

A final bill will be presented the next business day following the event and is due within ten (10) days of receipt.

Please note that an administrative fee of 3% will be charged to all credit card payments (Visa and MasterCard accepted). Late fees will be charged according to Treyburn Country Club's Rules and Regulations.

SMOKING POLICY

There is no smoking allowed in the clubhouse, except in designated areas approved by management. The host is responsible for informing their guests of this policy.

FOOD AND BEVERAGE REGULATIONS

All food and beverage consumed on the premises, other than special occasion cakes, must be prepared by Treyburn Country Club. Food safety regulations prohibit us from allowing guests to take home extra food and beverages. The NC ABC Board regulates the sale and service of alcoholic beverages. Treyburn Country Club is the only licensed authority to sell and serve alcoholic beverages for consumption on the premises. Alcoholic beverages are not permitted to be brought onto club property. Alcoholic beverages purchased at Treyburn Country Club are not to be taken off the premises.

DAMAGES

The host and/or member sponsor agrees to be responsible for any damage to the function areas or any other part of the club used for the event. Treyburn Country Club reserves the right to charge the host an appropriate cleaning and/or repair fee if the condition of the room after the event deems this necessary, including but not limited to any loss of revenue associated with the

damage. Decorations involving the use of tacks, nails, paint, staples or any other means, which will and/or could deface or damage the club property, will not be permitted. Due to safety, rice, confetti, birdseed, sparklers, or glitter is not permitted on premises. Flower petals are allowed. Failure to adhere to this policy will result in a minimum additional clean-up charge of \$250.00.
____(initial)

STAFFING

Staffing of personnel is dependent upon the size and type of the event. Management will determine staffing requirements. However, should additional staffing be requested by the host, or by law, a per hour, per person charge will be added to the Banquet Event Order (i.e. additional requested service staff, life guards, security guards, valet parking staff, etc.).

ALCOHOL CONSUMPTION

Treyburn Country Club maintains a conservative policy concerning the service of alcoholic beverages to persons who, by the bartender and management, appear to have had too much to drink. As host, you are accountable for the behavior of your guests, so you should be aware of the Dram Shop Law. Further, no alcoholic beverages will be served to anyone under the age of 21 years. False identifications will be retained and submitted to law enforcement officials. Prior to the event, please specify if under-age guests will be attending the affair. We reserved the right to ask to see proof of age or politely refuse, as seen necessary, to serve anyone an alcoholic drink, and to provide a safe ride home if needed. The host also assumes full responsibility for any inappropriate conduct or action of any guest who appears to be intoxicated.

MENUS

We request that all groups of 10 guests or more coordinate meal selection and service through the club's Catering Office. Our creative staff will assist you in planning special menus, theme parties, and events.

For smaller groups of 10 guests or less, a pre-selected set menu or the club's full A la Carte menu may be offered. Groups of 11-15 guests may also pre-select a set menu or will be offered a limited A la Carte menu. Groups over 15 are asked to pre-select a set menu from our Banquet Menus.

For plated dinner events, the host may offer guests a choice of two entrees. The number of each chosen entrée must be predetermined by the host and the choices must be identifiable by place cards. All guests will be served the same appetizer, salad, starch, vegetable, and dessert. There is a \$3.00++ surcharge per plate on all split menus.

MISCELLANEOUS

Events to which the general public is invited are strictly prohibited. Club Policy precludes any general admission ticket selling at the door.

Functions engaging entertainment should use discretion with respect to loud music that may be objectionable to other club guests. Management reserves the right to request entertainers to reduce their volume should the noise level be objectionable.

