

Richmond Country Club

Banquet Policies

GENERAL INFORMATION

All private parties must be sponsored by a Richmond Country Club member in good standing. The Club will provide assistance in finding a sponsor upon request. The member should attend the function, if applicable, and will be responsible to the Club for all unpaid debts relating to the party, for appropriate behavior at the party and for any physical damage in connection with the party.

All special arrangements for any private functions including, but not limited to, entertainment and decorations must be approved in advance by management. The host is responsible for decorating. The Club is not responsible for the damage or loss of any articles left in the Club before, during or after an event. Guests are NOT permitted in "Member-Only" areas unless accompanied by a member. **Guests are not permitted to walk onto the golf course/greens without golf shoes.** Management reserves the right to charge cleaning fees for excessive untidiness as the result of an event. All signage must be approved by RCC management. No tape, tacks, or nails may be used on any wall.

MENUS

All groups are required to choose from preset menus for private parties. Menu selections must be made at least 14 days prior to the function. We suggest that menus be limited to one entree selection; however, we will accommodate special dietary restrictions. When selecting more than one entree, place cards indicating each guest's choice must be provided by the host/hostess. Prices are subject to change.

GUARANTEED COUNTS

A guaranteed attendance count is required at least 5 days prior to the function. The Club does not automatically prepare extra meals above the guaranteed count. If the actual count is higher than the one guaranteed, the Club will do its best to accommodate the extra guests. Charges will be based on the guaranteed or the actual count, whichever is greater.

SERVICE CHARGE AND TAX

All charges are subject to the following:

Service Charge: 20 %

State Sales Tax: 5 %

ROOM RENTALS

NON MEMBERS

A Room Rental/Set Up fee will be charged to all events. Charities and fundraisers may be considered for additional discounts per club management.

MEMBERS

Richmond Country Club Members hosting a personal or family event will not be subject to a Room/Rental Set up fee.

Members hosting company functions, class reunions, church events or all other outside events receive a discounted Room Rental/Set Up fee. These will be based on the type of event, room vacancies and new business per management's approval.

Prices listed below are for a maximum of four plus hours (event time only - does not include set up or clean up). There will be an additional charge for extending a function and this must be discussed at least two weeks prior to the event. Business and All Day Meetings do not apply. See Catering Director for details.

Fairway Ballroom \$400.00 (\$100.00 each additional hour)

Fireside Ballroom \$400.00 (\$100.00 each additional hour)

Capital Board Room \$ 100.00 Virginia Room \$200.00

SEE 2010 RENTAL PACKAGE FOR INFORMATION ON RENTING THE ENTIRE CLUBHOUSE.

All floor plans must be finalized no later than 5 days prior to the event. Any alterations to the room once it has been set will be subject to an additional set up fee.

DEPOSITS AND PAYMENT

A deposit in the amount of the room charge is due when booking the room. Eighty percent (80%) of the remaining balance is required to be paid one week prior to the event with the balance due day of the event. Deposits are non refundable.

LINEN CHARGES

All Cream/Champagne Linen and White Linen is provided by Richmond Country Club at the following rates based on the group size.

1 to 49 guests \$30.00

50 to 99 guests \$35.00

100 to 149 guests \$40.00

150 and up \$50.00

ADDITIONAL SERVICES

Cake Cutting \$1.00 per person

Piano \$100.00

LCD Projector \$75.00

Screen, Flip Chart, Pads and Markers \$15.00 ea.

PA System, Podium and Microphone \$50.00

Color TV with DVD & VCR \$50.00

Internet Access or Conference Phone with Speaker \$25.00

Votives and Tea Lite Candles \$2.00 per

Square Table Mirrors \$1.00 per

ADDITIONAL STAFF

Bartender \$25.00 per hour

Coat Room Attendant \$25.00 per hour

Registration Table Attendant \$25.00 per hour

Food Station/Carving Station Attendant \$25.00 per hour

Sparklers are not permitted.

Guests are NOT ALLOWED on the Golf Course and Greens (including the Practice Putting Greens). Any Photography may be done AROUND these areas, with the Greens and Course as a "Backdrop". It is the Host's responsibility to advise the guests and photographers of RCC's Green's Policy and any damage incurred during an event will be billed to the Host.

Host is responsible for any damages done in the clubhouse and on the grounds of the club.

Signed _____ Date _____