

ECC PARTY POLICIES

Revised January 2018

All functions require the sponsorship of a member in good standing at Edgewood Country Club. Member sponsors must provide a signed letter confirming sponsorship of non-members.

Booking Restrictions- Advanced bookings cannot exceed 12 months. Management must approve any bookings that exceed 12 months. **All events must be coordinated with the ECC Coordinator. Outside planners are not permitted.**

Guarantees- An approximate number of guests is required at the time the reservation is initiated. Five days prior to the event, the number of guest must be confirmed. Food ordering and preparation are based upon this guest count confirmation, and the number may be increased but not decreased. Forty-eight hours before the event, the final count must be given. Per guest charges are based on a five-day count or the actual number of guests, whichever is greater. All events with Food & Beverage priced per person will be billed based on the actual head count at the event, if this number is greater than the function guarantee. If the actual head count is lower, the function guarantee will be used.

Menus- Menu selections must be made at least 10 business days prior to the date of the function. Three entrée menus are available for groups of thirty or less, and two entrée menus are available for groups of 60 or less. The function sponsor or contact must provide specific menu item numbers to the Club no less than 48 hours before the event. Additionally, each place sitting must be marked indicating the entrée to be served. If specific entrée numbers are not received within 48 hours of the event, the Club Executive Chef will choose a one-entrée menu.

Menu Prices- Menu prices are subject to change. Menu prices will be honored for 90 days from the date of your contract. Please contact the Club for updated menu items and pricing if booking more than 90 days in advance of your event.

Sponsored Banquet Food Minimums- Banquet functions must have a minimum food and beverage charge as follows: Ballroom \$2500, Southview Room \$750, Edgewood Room \$1000 and a \$35 server charge for private rooms. These minimums do not include service charge and tax, and should total sales fall short of these amounts, the difference will be included as a room charge. This non-refundable deposit is due upon

confirmation of booking and will be applied to the final food and beverage total. Deposits must be returned with a signed function agreement.

Wedding Reception Minimums – All wedding receptions are subject to a \$8000 Food & Beverage Functions Minimum. A deposit of \$2000 will be due with a signed Function agreement. The remainder of the minimum and room charge must be received no less than 30 days before the event date.

Room Charges~ In addition to the Food Minimums, functions are subject to Room Charges. These room charges are as follows:

Ballroom \$500 non-refundable
Southview Room \$250 non-refundable
Edgewood Room \$1000 non-refundable
Clay Room \$100 non-refundable
Board Room \$100 non-refundable

Sponsorship- Edgewood is pleased to consent to sponsored events. However, it will become the full responsibility of the ECC sponsor/member for any financial commitments, e.g., invoices, damages to the club, left behind by the Non-Member/Host.

Weddings and Club Closing- Banquet functions, Member or Non-Member, with more than 250 guests will require petitioning the Board to close the entire Club facility. They will also be subject to a \$20,000 food and beverage minimum; this amount does not include surcharge or applicable tax. Any event that requires the Club to close down before an event will be subject to a \$5000 a day closing fee. The use of the Members Lounge will be subject to the event minimum of \$25,000. We MUST also have a valid credit card on file for the remaining balance.

Sponsored Weddings~ Sponsored Weddings have a \$8,000 minimum to host an event. This does not include service charge or tax. There will be an additional \$500 fee for events hosted without a bar.

Cancellation and Deposit Billing~ Functions in the Clay and Board Rooms will not be subject to a cancellation charge if the Club is given a 48-hour notice of the cancellation. If the Club receives no such notice, the sponsor will be charged \$50. For functions booked in the Ballroom, Southview Room, and the Edgewood Room; the sponsor will be billed \$1000 for the Ballroom, \$500 for the Southview Room, or \$1,500 for both, and \$750 for the Edgewood Room.

Service Charge and Tax- All food and beverage sales are subject to a 26% service charge and 7% sales tax.

Cancellation Notice- The Club reserves the right to cancel any function 30 days prior to the date of the function.

Buffet Service Policy- On all buffets the Club will prepare more than the anticipated portions to assure your guests of a well-stocked professional presentation throughout the function. Please understand that with this policy, and per West Virginia Department of Health regulations, we must decline carryout containers during and after any buffet service. Buffets may remain out for a maximum of 3 hours only.

Food and Beverage- No food or beverage of any type, except wedding and specialty cakes, not provided or available at the Club, may be brought on or consumed on the Clubs premises.

Liability- The Club will not assume responsibility for the damage or loss of any merchandise, decorations, or articles left in the Club prior to, during, or after any function. Additionally, the Club reserves the right to refuse alcohol service to anyone who is visibly intoxicated or not of legal age.

Party Overtime- Any function lasting more than four hours or after midnight will be subject to a premium charge of \$1000 per hour, unless the Board of Governors has granted prior approval and authorization.

Walls- Items may not be attached to the walls of the Club in any area.

Rentals- All requests outside the scope of our in-house provisions can be acquired by ECC for your event. However, the cost will be the responsibility of the host.

Wedding Ceremonies- Ceremonies held at the Club can be subject to a \$2000 setup fee. This fee will be determined by the guest count.

Cash Bar- Any function with a cash bar is subject to a \$60 charge for a bar attendant.

Attendance- Attendance at functions will be limited to the organization's members and their guests only and must be confined to the room or rooms to which the functions are booked. At no time will public advertising of any function held at Edgewood Country Club, through mail or the media, be permitted.

Pool Parties ~ Members may request the pool to close for parties after 7pm.
This area is not available for sponsored events.

Non-Member Events -All Sponsored Events must pay their function minimum 30 days before their event. The balance must be paid in full by 10 a.m. the next business day. If the total amount is not received by the due date and time, a 2% charge will be added to the total amount due each day.

Please sign and return this form in the enclosed envelope as acknowledgement that you have read and understand the Club policies.

Signature of
Host _____ Date _____

Member _____
Sponsor _____ Date _____

Contacts:
Edgewood Country Club

Shane L. Honaker, CCM
General Manager
(304) 343-5557 ext. 125

Brianna Chin
Events Coordinator
(304) 343-5557 ext. 114