

# *Bellefonte Country Club*

## **GENERAL INFORMATION**

**Thank you for considering Bellefonte Country Club for your special event. By conducting your function at BCC you are agreeing to the terms and conditions outlined in Bellefonte Country Club Event Function Policies.**

### **Dress Code**

Bellefonte Country Club does maintain a dress code. Please refer to your sponsor's Membership Handbook for more information and definition of appropriate attire for your function.

### **Linens**

Linens are provided by the Club's standard linen supplier. Arrangements for linens can be made through the club's event planner. The Host is responsible for the cost of linens. The linen fees will be added to your final bill.

### **Equipment Rental**

The Club has a stage, projector, screen, sound system, television and DVD player available for events. The rental fees are applied to your final bill. Stage \$100, Projector \$25, Screen \$25, Sound System \$25, Television with DVD Player \$25.

### **Music Arrangements**

The Club is equipped to serve you in a most efficient manner whether your requirements are for a soloist or large group. The entertainer(s) should contact the Club regarding set-up and removal of equipment, as well as other facility equipment, at least one week prior to your event.

### **Menu Selection**

Your menu should be finalized two weeks prior to the scheduled event.

### **Meal Tastings**

If a trial meal is requested during menu selection, a menu tasting will be arranged with the following criteria: 1) The tasting must take place a minimum of two weeks prior to the event; 2) Menu tastings are charged to the Host's account at the time of the scheduled event, or earlier if no event is booked.

### **Flowers/Decorations**

The Club is happy to assist you in selecting appropriate centerpieces for your private party. The responsibility of delivery and timely removal of these items shall be that of the Host. The Club is not responsible for storage, loss or damage of any of these items.

### **Wedding Send Offs**

Bubbles and sparklers are permitted outside the Clubhouse. No birdseed, confetti, rice or other items left remaining on property is permitted.

### **Guarantee**

An approximate guest count is required at the time of the booking. A guaranteed guest count is required one week in advance of your event.

All charges are based upon the guarantee, or the actual number of guests served, if greater than the guarantee.

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### **Gratuities & Tax**

20% gratuity and a 6% state sales tax are added to all food and beverage items for all events.

### **Payments**

Payments may be made Monday – Friday, 9:00 a.m. to 5:00 p.m. in the club's accounting office. Personal checks are welcome. All credit card payments are subject to a 3% processing.

### **Carry Out Policy**

Requests for carryout containers during or following a banquet service are not permitted due to state health regulations.

### **Coat Room Attendants & Parking Attendants**

Coat room attendants or parking attendants are optional for your event. The number of attendants and charge for the attendants will be determined based upon the size of the party and the number of hours the attendants are required. The appropriate attendant fees are applied to your final bill.

### **Food and Beverage Policy**

All alcohol served at BCC events must be purchased through the Bellefonte Country Club. No outside food may be brought into the club, with the exception of wedding cakes, which are subject to additional fees. Limited exceptions apply for silent auction/fundraising events booked at the Club.

### **Refusal to Serve and Underage Drinking**

The Club staff may refuse to serve anyone whom we believe has consumed their limit of alcohol. Minors attending a function are the responsibility of the host or the sponsoring Member. If a minor is found consuming alcohol, it may result in the immediate cancellation of the event.

### **Off-Site Events**

Events conducted off Club property are considered "Off-Site Events" and are subject to a surcharge up to 25 % of all food and beverage costs. Percentages are based on requirements for service and are determined on a case by case basis. Additional policies not listed herein may apply to off-site events.

### **Delivery and Set-Up Fees**

Events conducted off-site which only require delivery of food and/or banquet set-up assistance are subject to fees.

### **Sales Tax & Exemptions**

Kentucky sales tax exempt groups must provide a tax exemption certificate prior to the scheduled function. If the Club is held liable for taxes not paid, the group will be required to pay back taxes. Individual checks and member account charges are not permitted for Tax Exempt Groups.

### **Tax Function Notice**

In order to comply with the provisions of the Tax Reform Act of 1969, all Club functions with 8 or more guests must complete a Tax Function Notice form. The completed form must be returned to the Club by the sponsoring member in order for the Club to maintain its Tax Exempt Status.

### **Property Damage Policy**

Any expenses incurred toward the repair or replacement of property and/or equipment lost or damaged by guests will be automatically charged to the final bill.

### **Damage or Loss of Personal Property**

Bellefonte Country Club will not assume responsibility for the damage or loss of any merchandise or articles left in the club before, during or following a function.

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### CLUB RENTALS

**Rooms are rented as Members, Non-Member Personal Events and to Corporate Banquet Account classifications. Policies are based on the type of classification.**

#### **Fees for Non-Member Personal Events and Corporate Banquets**

- Ballroom Rental \$500
- Formal dining Room Rental \$250

#### **Fees For Weddings or Receptions**

- Full Club with Grill Room Requires Board Approval \$3,000
- Set-Up Fee Golf Course Wedding Ceremonies \$2,000
- Set-Up Fee Ballroom Wedding Ceremonies \$1,000
- Golf Course Photographs \$500
- Receptions Only \$500

### WEDDING CEREMONIES AT BELLEFONTE COUNTRY CLUB

#### **Golf Course Wedding Ceremonies**

- Music for ceremony may begin at 6:00 p.m. and ceremony would begin at 6:30 p.m. Access for set-up and decorating the area is granted after 3:00 p.m.
- BCC does not provide seating for ceremonies on the golf course. Host may wish to rent chairs from an outside vendor. Please contact the club's event planner to make delivery arrangements.
- A Rain Plan ceremony will be planned as well as the outside wedding.
- The reception for the wedding must be hosted at BCC to host the wedding ceremony on the property.
- Golf carts may be provided upon request for the bridal party and people requiring assistance to the location. (Driver's License Required)
- Sound systems for the ceremony on the golf course is the responsibility of the Host including extra extension cords, microphones and music.

#### **Golf Course Photographs (After 6:00 p.m.)**

- The Bridal Party is escorted through the golf course in golf carts by BCC staff to photogenic locations.

#### **Ballroom Wedding Ceremonies**

- Seating for up to 150 people
- The Ballroom will be set for the ceremony and then transformed to reception and dance space.
- To host your wedding on BCC property, your reception must also be hosted at BCC.

#### **CONTRACT and Event Arrangement Sheet**

An Event Arrangement sheet will be sent to you in advance of your event outlining the details of the party. Any changes in the agreed upon arrangements should be made through the club immediately.

#### **Guarantee**

- An approximate guest count is required at the time of the booking.
- All charges will be based upon the guarantee, or the actual number of guests served, if greater than the guarantee.
- A guarantee represents the number of guests for which you will be charged, even if fewer guests attend.
- If the given guarantee is for more than (50) persons, the club will set-up and prepare 5% above the guaranteed number.
- If the Club receives no guarantee, the approximate guest count (maximum number expected) is considered as the guarantee.
- If the number of guests exceeds the guarantee plus 5% allowance, you will be charged 1.5 times the per person cost of the event for the "extra" guests.

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- The Club reserves the right to substitute other available food and services if necessary in the event the number of guests exceeds 105% of the guaranteed number of guests, or when the guaranteed number of guests is received less than five business days prior to the event. Prices are subject to change without notice.

### DEPOSITS

#### **Corporate Banquet Events, Member and Non-Member Events (Over 50 People), Wedding Receptions**

- Reservation of the date and space requires a deposit from Members and Sponsored Non-Members.
- Deposits are applied to the final event bill.
- For events hosting over 100 people a deposit of \$1,000 is required.
- For events hosting 50 - 100 people a deposit of \$500 is required.
- For events hosting up to 50 people a deposit of \$250 is required.
- Deposits are not refundable.

### PAYMENT REQUIREMENTS

#### **Corporate Banquet Events, Member and Non-Member Events (Over 50 People), Wedding Receptions**

##### **Sponsored Non-Members Wedding Receptions:**

- Ninety (90) days prior to the event \$1,000 of the estimated total event cost is due.
- Thirty (30) days prior to the event 50% of the estimated total event cost is due.
- Five (5) days prior to the event a guaranteed number of attendees is required.
- Five (5) days prior to the event payment in full is required.
- Payment for Additional Attendees Over Guarantee Due at Close of Event

##### **Sponsored Non-Members Events:**

- Five (5) days prior to the event, a guaranteed number of attendees is required.
- Five (5) days prior to the event, payment in full is required.
- Payment for Additional Attendees Over Guarantee Due at Close of Event

##### **Corporate Banquet Events:**

- Five (5) days prior to the event, a guaranteed number of attendees is required.

##### **Members:**

- Members may request BCC to charge their account for deposits and final payments.

### CANCELLATIONS OF EVENTS

#### **Wedding Reception Cancellations**

- Cancellations made within (90) days prior to event date will be charged \$1,000.
- Cancellations made within (30) days prior to event 50% charge of total estimated event cost.
- Cancellations made within (7) days of event full payment is required.

#### **Non-Member Event Cancellations**

Cancellations made within (30) days of the event are subject to forfeiture of the deposit as a Room Rental Fee.

Cancellations made within (7) days of event full payment is required.