

# *The Country Club at The Highlands*

*Thank you for your interest in hosting an event at The Country Club at The Highlands.  
Our professional and courteous staff is here to help you make your special event one to  
remember.*

*~Room Rentals \* ~*

*For all parties excluding members of the Country Club at the Highlands,  
the following room rental rates apply:*

*Highlands Main Dining Room  
(120 seating capacity without dance floor)  
\$600 Room Rental*

*Castleberry Room (60 seating capacity)  
\$400 Room Rental*

*Both Rooms with some tables and standing room (220 capacity)*

*Wedding Receptions/Events – Main Dining Room and  
Castleberry Room with Dance Floor area  
(150 Capacity)  
\$1000 Room Rental  
\$6000 food and beverage minimum*

*Entire Clubhouse (includes MDR, Castleberry and Member's Grille)  
For Weddings and Events over 150 Guests  
\$1500 Room Rental plus \$11,000 food and beverage minimum*

*19<sup>th</sup> Hole (40-50 capacity)  
\$200 Room Rental*

*Old Clubhouse Room (capacity is flexible dependent on event)  
\$150 Room Rental*

*Outside Terrace Pavilion  
\$500 Rental Fee with Tables and Chairs as is or own  
\$500 for Wedding Ceremony Set up/ breakdown Fee*

*(This fee also pertains to indoor wedding ceremonies)*

## *The Country Club at The Highlands*

*The Club assumes no responsibility for rain or inclement weather in the outdoor Pavilion*

*Additional charges will be applied if rooms or Pavilion require a re-set during the event.*

*All Wedding Receptions have a \$6000 food and beverage minimum*

*(\$11,000 minimum if renting the entire Clubhouse 150 guests+)*

*This does not include rental of chairs, arches, or other accessories for outdoor weddings.*

*\* Please note Room Rental Fees and Minimums are Subject to Change.*

### *~Cleaning Fee~*

*(non-Members only)*

*A fee of \$200 will be charged for each event that uses any of the locker rooms or any other designated changing area. It is the host's responsibility to have these rooms as clean as when they arrive, all trash must be placed in a trash bag and not left on the floor – any empty boxes must be broken down and stacked or placed in trash bag. All personal items must be removed. It is the Club's discretion to charge this fee or additional fees if these rooms are not left clean.*

### *~Payment Schedule~*

*A deposit equal to the amount of the room rental is due to secure the date of the function. This deposit is non-refundable and will be applied to the over all cost of the event. No later than 60 days prior to the function, the Member/ Client will pay an additional deposit equal to 50% of the estimated cost of the event as described on the Function Sheet. The remaining 50% less the non-refundable deposit is due no later than 30 days prior to the Function. In the event of an overpayment, the Club shall issue a refund check to the host for the difference within 21 days of the event. Any outstanding amounts and any additional charges incurred on the day of the event will be billed to an authorized credit card.*

*Credit card payments are subject  
to a service fee of 3% of the amount charged to the credit card.*

# *The Country Club at The Highlands*

## *~Cancellation Policy~*

*In the event the Member/Client cancels the function for any reason, The Country Club at The Highlands will retain the non-refundable deposit and 40% of the estimate.*

## *~Guest Guarantee~*

*No later than 2 weeks prior to the function, the Member/Client will confirm the number of guests attending the function. The Club will use the estimated number of attendees as the guaranteed count. The Club reserves the right to adjust the space allocated to appropriately accommodate the number of confirmed guests. The Member/Client will be charged to the guarantee or the actual number of attendees, whichever is greater.*

## *~Pricing and Service Charge~*

*The prices listed are subject to proportionate increases to meet increased cost of supplies or operations for events reserved more than 90 days in advance.*

*The items listed on the Function Sheet are subject to a 20% service charge and 5.3% VA sales tax.*

## *~Member / Guest Conduct~*

*The host is responsible for the conduct of guests and vendors and all damages incurred to the Club's facilities due to their actions.*

*All vendors must meet insurance requirements as required by the club.*

*Host will also be responsible for any damages done in the Clubhouse and on the grounds of the Club.*

## *~Dress Code ~*

*The Host is responsible for alerting their guests to the dress code of the Club. The dress Code is appropriate Country Club Attire: No Shorts, Sneakers, Jeans, T-Shirts, or clothing with rips or tears is permitted. Men are required to wear a shirt with a collar.*

*Violators of our dress code will not have access into the Clubhouse and will be asked to leave the Club.*

Dress Code applies during event set-up as well.

## *The Country Club at The Highlands*

### *~Alcohol Consumption~*

*Member/ Client covenants to be responsible for the consumption of alcoholic beverages by attendees at the event. The Club does not serve alcoholic beverages to minors as required by law. In the event Member/ Client has reason to believe a guest or attendee has become impaired that they should not drive, Member/ Client will prevent the guest from leaving without assistance. Member/ Client acknowledges the Club may refuse service to any guest at its discretion.*

*Absolutely no alcohol is permitted to be brought onto the premises*

*This includes the Clubhouse, Old Clubhouse, Locker Rooms, Club parking lot and outside Pavilion*

### *~Food~*

*All food items must be supplied and prepared by the Club and may not be removed from the premises. This banquet package serves only as a guide for planning your very special occasion.*

*Our culinary staff will be happy to create any custom menu that you may desire. Menu selections and all final details must be made at least three weeks prior to your planned event.*

### *~Menus~*

*Menu selections must be made at least three weeks prior to the function. We suggest that the menu be limited to one entrée selection, however, we will accommodate special dietary restrictions. When selecting more than one entrée, place cards indicating each guest's choice must be provided by the host/ hostess.*

### *~Security~*

*Club shall not be responsible for security or any damage or loss of any personal property or articles brought to the club or for any item left unattended, or for damage that may occur in the parking areas.*

# *The Country Club at The Highlands*

## *~Decoration Policy~*

*We encourage you to make your event festive by decorating in any manner that does not cause damage to the club facilities. Attaching items to the walls or ceiling in any room is strictly forbidden. All decorations must be removed at the conclusion of the event unless approved in advance by the Club Manager and/ or the Director of Events. If the breakdown of the event runs over an hour an additional fee will be charged.*

*The club shall not be held responsible for any items left overnight.*

## *~Wedding Ceremony Rehearsals~*

*The Club will accommodate wedding ceremony rehearsals for a one hour period provided there isn't another event booked.  
There is no guarantee that a wedding rehearsal will be held the night before the wedding*

## *~Outside Vendors~*

*All outside vendors must be pre-approved by the Club Manager and/ or the Director of Events*

*Outside Vendors will be required to work within the guidelines set by the Club. All Bands and DJ's must complete their set-up no later than one hour prior to the event. All extension cords must be securely taped to the floor using tape that will not damage or leave sticky residue on wood floors. Vendors are responsible to supply their own equipment (including extension cords), the vendor is responsible for setting up and breaking down of their own equipment.*

*Any Vendor meals must be included on the Function Sheet and paid for by host.*

## *~Ice Carvings~*

*Ice carvings are available through an outside source. Price varies.*

## *~Linen~*

*Club provides house linens in standard colors, Member/ Clients may rent their own linens from an outside source and have them delivered to the Club the day before their event*

# *The Country Club at The Highlands*

*~Liability~*

*The Club reserves the right to inspect and control all private functions*

*The Club cannot assume responsibility for lost or damaged items*

*The Club cannot assume responsibility for the Client's personal property or equipment brought onto the premises.*

*In the event of a strike, accident, illegality or act of God, and it becomes impossible for the Country Club at The Highlands to perform under this contract because of power, fire, water or other related problems or damage, The Country Club at The Highlands shall be excused from performance. The Country Club at The Highlands will be liable only for repayment of deposit.*