

MERIDIAN VALLEY COUNTRY CLUB

CHAMPIONSHIP GOLF



CELEBRATED MEMBERS

Banquet Policy Contract

Banquet Policy

The use of the facilities of Meridian Valley Country Club is limited to its members and their guests.

A **Non-Member** wishing to utilize the services of the Club must first be sponsored by a member of Meridian Valley Country Club. If a **Non-Member** does not have an active **Member Sponsor** of Meridian Valley Country Club, they are required to follow the non-member guideline stated below.

Member hosted events enjoy the benefit of a 10% discount on catering menu food prices and waived room rental fee and food and beverage minimums.

Member sponsored events enjoy the benefit of a 10% discount on catering menu food prices, but are required to pay the appropriate room rental fee and adhere to the stated food and beverage minimums.

Non-member events must adhere to all banquet policies, menu pricing, food and beverage minimums and room rental fees.

Please see "Food and Beverage Minimums and Fees" on the next page for the breakdown of fees.

Payment Information

The **Member, Member Sponsor or Non-Member** understands, accepts and is responsible for all financial obligations relating to the event.

All Event Charges must be applied to the **Member or Member Sponsor's** Account. In addition, any payment made will be applied towards the Member or Member Sponsor's Account. Acceptable forms of payment are with credit card or check. Credit card charges are subject to a 2.5% Processing Fee.

50% of the estimated total, less the deposit, is due 30 days before the event. The remaining balance is due on the day of the event. Any incidental fees incurred on the day of the event will be invoiced separately. Payments not received within 7 days will accrue a 10% late fee. In Addition, payments not received within 30 days of the event will be sent to Collection Services.

Deposits

A deposit of \$2000.00 is required for All Weddings or an Event with an estimated guest total of 150 or more to reserve any date. Events with guests of 149 or less are required to place a \$1000.00 deposit to hold the date. Events with guests of 50 or less are required to place a \$500.00 deposit to hold the date. Any advance deposits will be applied towards the final catering invoice.

To Hold a Date

Dates are awarded on a first come, first served basis. Functions that are large in size are not given preference over smaller parties. Once a signed banquet policy and deposit are received, a date will be secured.

Food & Beverage Minimums and Fees

Charges for opening on Monday are \$1500.00 plus an established food and beverage minimum for each available space. The Room Rental Fee covers the cost of labor setup, breakdown, standard linen, tables, utensils, building cleaning and maintenance fees.

Your Food and Beverage (F&B) Revenue Minimum is stated below. This is the minimum amount that must be spent by you and/or your guests at your event for food and beverages, even if the number of guests who attend your event is less than the final attendance figure that you supply to us. If fewer guests attend your event than expected, our Event Coordinator will work with you to add to or upgrade your menu selection for your event so that the food and beverage minimum is met. If for some reason the food & beverage minimum is not met, the difference will be applied as an additional site rental fee. Please note that the food & beverage minimum does not include equipment rental, cash bar sales, service charge or sales tax.

The following is a guideline of MVCC's capacity and hosted food and beverage minimums:

Dinner & Evening 4pm – 12am	Room Capacity	F&B Minimum	Room Rental Fee
Heritage Room	40	\$1,000	\$150
Back 2/3 of Dining Room	40 – 100	\$4,000	\$900
Entire Dining Room	80 – 275	\$8,000	\$2000
Entire Clubhouse	300+	\$25,000	\$6000

Breakfast & Lunch 7am – 4pm	Room Capacity	F&B Minimum	Room Rental Fee
Heritage Room	40	\$500	\$100
Back 2/3 of Dining Room	40 – 100	\$2,000	\$600
Entire Dining Room	80 – 275	\$4,000	\$1500
Entire Clubhouse	300+	\$20,000	\$5000

(Minimums may be reduced for value dates, please inquire with the F&B Manager. Evening events that occur on a Tuesday or Thursday during October – April must have a minimum guest count of 40 people.)

Catering Information

Meridian Valley Country Club can provide you with a wide variety of services for your function. These services include, but are not limited to: buffet service, sit-down service and formal service. If you have a special request not listed, we will be happy to accommodate your needs.

For parties of 80 or less you may choose up to two menu items, not including a vegetarian option. MVCC requires a breakdown of the number needed of each when more than one entrée is served. If your group is larger than 80 we strongly suggest a buffet option. We require a guaranteed count 72 hours in advance and we will charge for the guaranteed count or number served whichever is greater. If no guarantee is received three days prior to the event, the Club will consider the last estimate to be the guarantee. Food will be provided for the guarantee number plus 5% of each entrée or total guest count for buffets. No additional food may be added during the function without consent of the Manager on Duty.

If a guarantee is not provided, your last estimate becomes your guarantee. Guarantees are not subject to reduction. It is the host's responsibility to inform Club management how many of each item will be needed. It is also their responsibility to identify who will receive each item. Meridian Valley Country Club management will assist in this process.

Children under the age of 10 are counted at a 50% discount on the per person charge for buffets, not to exceed more than 20% of the adult guarantee. Portions prepared for children will be 50% less than for adults. Specialty Children's menus do not apply.

MVCC is able to provide a wide array of dessert options for your event. Should you wish to bring a dessert from an outside vendor a fee of \$1.50 per person will be added to the event contract.

Guaranteed Attendance

Meridian Valley Country Club requires a 72-hour notice for the final notification as to the number of guests who will be attending the event. This is the number that will be used to calculate the final cost and meal preparation of the function. There will be no exceptions, including illness. If more guests attend than was communicated, the host will be charged for those individuals as well.

Special Equipment

Parties requiring special equipment, folding chairs, tents, special tables, etc. will be charged for the rental, delivery and pick-up. Fees for use of audio visual items are as follows: Projector Screen = \$10, Projector with HDMI or VGA cords = \$15, Microphones/Sound system/Podium = \$25 and Wood Parquet Dance Floor = \$100

Arrangements

To make arrangements for your event, please contact the Catering Sales Manager or Food and Beverage Manager.

If a change from the original room set-up is requested on the day of the function, a minimum \$100 labor fee will apply plus a 20% service charge and tax.

To ensure availability of menu items, full menu selections are required a minimum of fourteen (14) business days prior to the start of your function. Requests received after this requirement may be subject to additional labor charges or limited availability of menu items.

The enclosed menu selections are samples that have proven successful in the past. You are not limited to these items, they have been provided to assist you in the planning of your party. If you wish to discuss other menu ideas - just ask. If possible, we will even prepare recipes provided by you. If family members or guests have any dietary restrictions, we will be happy to accommodate their needs.

Due to the laws that govern the State of Washington, outside food and beverage is not allowed. Anyone bringing in outside food and beverage to the event will have the items confiscated and may be asked to leave the premises. In order to serve a guest alcoholic beverages of any kind, they must be 21 years or older and possess valid and legal identification. Any guest that looks under the age of 40 may be required to show proof of age before being served any alcoholic beverage.

Tax and Service Charge

All food and beverage prices are subject to a Club Service Charge of 20%. You are responsible for the payment of all state sales tax incurred in connection with your event.

Confirmation of your Event:

We must receive final menu selections, room arrangements and other details at least fourteen (14) days prior to your event. Menu pricing can be guaranteed up to ninety (90) days prior to your event. After you provide us with the final selections and arrangements, we will present you with a banquet event order (BEO) confirming the specific requirements of your event. Please notify us immediately if you believe that there are any discrepancies between the final selections and arrangements you provided to us and the BEO. We are not responsible for any discrepancies that are not immediately brought to our attention. We will require the BEO to be signed confirming your review and acceptance.

Dress Code

The **Member, Member Sponsor** or **Non-Member** hosting the event is responsible for making sure **all guests** adhere to the Meridian Valley Country Club dress code.

- Men must wear collars at all times. Women that wear tops with no sleeves must have a collar; if they have a collar it is acceptable to have no sleeves.
- All attire in the Clubhouse or on the Golf Course must be private golf club appropriate
- Dress Denim is allowed
- Shorts and skirts for both men and women must be private golf club appropriate attire
- Women may wear formal dresses and tops in and around the Clubhouse only.
- Men are not allowed to wear hats in the clubhouse.
- Professional sports jerseys are allowed during respective seasons only
- Gym clothes, sweats, yoga pants, jean shorts, crop tops or shirts that show midriff, etc. are NOT considered appropriate Clubhouse attire

Cancellation Policy

Deposits made towards an event are refundable within 90 days of the event. Deposits will not be refunded for cancellations made under 90 days.

Event rescheduling requires 30 days' notice. Any applied deposits will transfer to the new scheduled date. Additional fees may be applied if an event is rescheduled with less than 30 days' notice.

Damage or Vandalism Policy

Any damages or vandalism to Club property will be charged to the Final Event Bill.

The member or member sponsor will be responsible for any vandalism or damages to Club Property. Any items damaged or vandalized will result in a \$200 Charge per item plus the cost to replace. In addition, the member or member sponsor will pay for the amount of materials and labor to repair the damage or vandalism. The use of nails, tape, wire, thumbtacks etc. will not be allowed unless approved by the Food and Beverage Manager.

I, the Non-Member, have read, understand and agree to the Banquet Policy form of Meridian Valley Country Club. I acknowledge and agree that I am responsible for all financial obligations relating to my event.

Today's Date _____

Date of Function _____ *Type of Function* _____

Name of Non-Member _____

Signature of Non-Member _____

Phone Number of Non-Member/Contact _____

E-mail of Non-Member/Contact _____

I, the Member Sponsor, have read, understand and agree to the Banquet Policy form of Meridian Valley Country Club. I acknowledge and agree that I am responsible for all financial obligations relating to the Non-Member's event.

Today's Date _____

Name of Member Sponsor _____

Signature of Member Sponsor _____

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