

Colonial Country Club Banquet Guide

Thank you for considering Colonial Country Club as you plan your special event. Colonial Country Club will help to ensure we meet every detail involved with each event from meetings and seminars to wedding ceremonies and receptions. We will dedicate ourselves to the success of your event. Our venue as well as services will help provide the ideal surroundings for any type of event, business or pleasure.

We would love to serve you and your guests and look forward to working with you to meet all of your event needs. We hope all of the information included in this packet is helpful in planning your upcoming event. For any additional information or event needs please contact Colonial Country Club at 336.475.0596.

Holly Calvert
Director of Events
Holly@CCC-nc.com



Event Regulations

The following event regulations apply to all private, social or business functions and must be adhered to unless otherwise approved by the Board of Directors or Club Manager.

- A) The club shall not be responsible for loss of personal property brought to the club by members, guests or visitors.
- B) Any decorations, etc. belonging to sponsors or their guests must be removed immediately following said functions.
- C) The club event facilities will be available for decorating during normal club operating hours provided the room is not reserved for other use.
 - 1. *Decorating must be completed one (1) hour prior to function to allow the club staff sufficient set up time.*
 - 2. *Club personnel will not be provided to assist in decorating without prior approval.*
 - 3. *The club reserves the right to control how and where decorations may be placed. This should be discussed in detail with Club Management prior to the day of the event.*

Private Functions

- A) The **club must cater all events held at Colonial Country Club**. The only food items that may be brought in are occasion cakes. No Exceptions. The Colonial Staff will be more than happy to cut and serve your occasion cake for you. A cake-cutting fee will be added to your bill for this service.
- B) The club will provide shuttle service to and from the lower parking lot for an additional fee per 2 hours.
- C) All private functions must be for or sponsored by a member. A sponsoring member is responsible for all charges incurred and any damages to club property.
- D) The club will provide a beverage cart service for special tournaments for an additional fee per cart outside of normal beverage cart hours.

Special Requests

- 1. The club will be happy to honor special requests if they do not require extra preparation time. However, if extra preparation is required, appropriate charges will be added to the bill.
- 2. The prices for all per person items are based on average consumption of your guests. Therefore, leftover per person food items belong to Colonial Country Club.
- 3. Any entertainment must be approved by management prior to the function.

Damage/Clean Up/Entertainment

- 1. Damage to banquet facilities and/or extraordinary clean-up to the premises will be billed to the sponsor's club account, if not paid promptly by host of function. Any additional clean-up will be billed according to clean-up cost (NO RICE, BIRDSEED OR CONFETTI).
- 2. Florists and decorators must clean up any waste before and after the activity. The Club Manager prior to the function must approve all decorations and entertainment.

Alcoholic Beverages

1. In accordance with ABC laws, brown bagging is prohibited on Club property.
2. Alcoholic beverages may not be served to anyone under the age of 21. Hosts are expected to help enforce this.
3. ID's will be required for all persons that appear to be under the age of 35 in accordance with ABC Laws. If an ID is requested and not presented, the person will not be served an alcoholic beverage.
4. Any guests providing alcohol to under-age persons will be denied additional bar service.
5. The club reserves the right to discontinue bar service to intoxicated guests.
6. Specialty wines provided by the host with the express consent of the Club Manager may be brought in and served by the Club Staff for an additional per 750ml corkage fee.

Attendance Guarantee

1. All menus must be confirmed 30 days in advance
2. A minimum attendance guarantee is required 7 days prior to the function.
3. That count may not be lowered after that time regardless of the reasons.
4. If your attendance is lower than the guaranteed number you will be charged for your guarantee; however if your attendance is greater than the guarantee you will be charged for the actual number of attendees.
5. The club will be prepared to serve up to 5% more than your guarantee; however, we cannot insure proper food and service to numbers beyond your attendance guarantee plus 5%.
6. You will be required to have a chaperone per 25 children attending an event.

Wedding Ceremonies

1. There is an additional charge for all Wedding Ceremonies held at Colonial Country Club within the boundaries of the clubhouse and/or porches.
2. The maximum seating allowed for Ceremonies is 120.
3. To be married on the Tee Box or other areas of the course, there will be an additional fee for the closing of the Tee.

Gratuities and Tax

All food and beverage prices are subject to 7% sales tax and 20% service charge.

Function Completion Times

1. Evening functions held at Colonial Country Club are booked for a four hour time period; all functions exceeding the four hour range will be charged an additional fee per hour.
2. All functions must conclude no later than 12 am.
3. An additional charge per hour will be charged for functions continuing after 12 AM and a \$15 charge per server, to be arranged by the sponsor in advance.

Prices

Prices confirmed more than six months prior to function dates are subject to change.

Conduct

Members using Club facilities or sponsoring private parties are responsible for seeing that such parties are conducted with decorum and in a manner that will not bring the Club into disrepute or interfere with the use of the Club by other members.

Deposit

The club requires a deposit equaling 20% of the estimated food cost and the amount of the room rental. This deposit is due 2 weeks after booking your desired date for your function. If we do not receive your deposit and your signed contract, we cannot hold that date.

Cancellation Policy

In case of cancellation of your event, you would need to cancel your reservation at least 90 days in advance of your event date to avoid losing your deposit monies.

Payment

Member events will be billed to their account number. Sponsored events are expected to pay in full the day before the event with no exceptions.

Club Table Decorations

1. Request for special colored napkins and tablecloths charged accordingly. There is no charge for house colors and/or sizes.
2. Mirrors, candles, globes, and candles will be charged an additional fee per arrangement.

Room Rental Rates

Please call for pricing and minimums for renting the entire club on a Wednesday, Thursday or Friday night.

If a member is holding a personal event i.e. birthday party, anniversary, wedding then the member will not pay a fee for the room. Member must be present at the event.

Equipment & Banquet Rentals

Please call for pricing.

Floor Lights (6)

PA System

Easel

Basic centerpiece: Hurricane globe, tall candle on top of mirror with three votive candles

Projection screen

DVD Player

White chair cover with stacking chair (120)



Colonial Country Club

704 Colonial Club Drive | Thomasville, NC 27360

www.ColonialCountryClubNC.net

Phone: 336.475.0596 | Fax: 336.472.7722 | Events Email: holly@ccc-nc.com