



Butte Creek Country Club

Banquet Policies And Booking Information

All food and beverage items will be purchased exclusively from Butte Creek Country Club and consumed on the Club premises.

Deposits

- A non-refundable deposit of \$500.00 is required to confirm your function space and date. A courtesy hold can be placed on a given date for a maximum of two weeks.
- Prices for all non-room rental costs (catering package, bar and beverage service, optional services) must be finalized at least thirty (30) days prior to the function. Prior to that date, prices may change without notice. A taxable service charge of eighteen percent (18%) will be added to all food, beverage and service items.

Payments

- A guaranteed count of all attending guests is required at least ten (10) business days prior to your event.
- Full payment of the preliminary balance must be paid five (5) days prior to the event by any of the following methods: personal check, cashiers check, cash or major credit card. **Failure to make payment may result in the cancellation of event.
- At the conclusion of the function, an itemized account, less deposit and/or additional payments, will be presented. Any balance will be due upon the conclusion of that day's event.
- Guarantees cannot be reduced. A reduction of more than fifteen percent (15%) of the guaranteed count may result in additional charges.
- Final charges will be based on either the guaranteed count or the actual attendance, whichever is greater. If actual attendance exceeds the guaranteed count, the remaining balance due will be resolved by the conclusion of the event. No refund of any deposit or payment will be made.

Club Will Provide

- Physical set-up of all tables, chairs, staging, and podium/microphone. The Club will also provide the following: linen tablecloths & napkins, china ware, glassware, silverware and table number stands.
- The use of 1 podium and a microphone is provided at no charge. Other equipment such as mixers, slide projectors, screens, televisions and video tape recorders may be rented at an additional cost, depending on your specific audiovisual requirements.

**All floral arrangements and entertainment are the responsibility of the guest. The Club will be happy to assist with the purchase of floral or entertainment at an additional charge. House floral arrangements may be provided at a charge of \$10-\$12 per centerpiece.

Meeting Set Up

- For up to 15 guests, the Board Room may be used for a \$75 set up fee.
- Meeting space can be set for up to 50 people in the North Dining Room. Butte Creek Country Club will perform the physical set up of tables, chairs, partition, podium, screen, and 1 microphone.
 - 4 hour meeting fee \$200.00, plus tax
 - 8 hour meeting fee \$300.00, plus tax
- Beverage stations, meeting snacks and meals can be arranged at an additional charge.

Bar Set Up

- For those events requesting cocktail service, a minimum beverage revenue of \$700.00 must be met to avoid a bartender labor charge of \$175.00 plus tax. This beverage minimum is exclusive of service charge and tax.





Butte Creek Country Club

Room Descriptions

Room Name	Capacity
SOUTH DINING Dimension: 42' x 31' Square Feet: 1260 sq ft Ceiling Height: Vaulted	Banquet: 50 Reception: 75
NORTH DINING Dimension: 70' x 31' Square Feet: 2170 sq ft Ceiling Height: Vaulted	Banquet: 112 Reception: 140
GRAND BALLROOM Dimension: 149' x 31' Square Feet: 4619 sq ft Ceiling Height: Vaulted	Banquet: 260 Reception: 300
BOARDROOM Dimension: 15' x 20' Square Feet: 300 sq ft Ceiling Height: 10'	Banquet: 12

Facility Fees

Includes: Event Coordination, Tables, Chiavari Chairs, Set Up, Clean Up, Napkins & Tablecloth Linens, Stem Ware, Place Settings & Votive Candles in each Window. Facility fee covers a five hour event time; additional hours are billed at \$200 each hour.

Number of Guests	Dates & Times Friday-Sunday		Tuesday-Thursday	
	AM	PM	AM	PM
Up to 50	\$400	\$500	\$250	\$350
50-100	\$600	\$700	\$450	\$550
100-150	\$800	\$900	\$650	\$750
150-200	N/A	\$1,100	N/A	\$950
200-250	N/A	\$1,300	N/A	\$1,150
250+	N/A	\$1,500	N/A	\$1,350

AM Event Start Time during the hours of 6:00am-12:00pm
 PM Event Start Time during the hours of 12:00pm-7:00pm

A buyout fee of \$1,100 will guarantee that the South Dining room will be held exclusively for your event in the North Dining Room.

Tax & Service Charge:

Our current state sales tax is 7.25%. Tax will be added on to facility fees, food & beverage charges. Our current Service Charge is 18%. Service Charges will be added on to food & beverage charges.



Butte Creek Country Club

Vendor Requirements

- Entertainers must provide their own sound systems (amplifiers, mixers, microphones, microphone stands). The Club may provide these items from an outside vendor at additional rental charges.
- Smoke machines and fireworks are prohibited at the Clubhouse. While the Club reserves the right to monitor the noise level of all entertainment groups, all live bands and discos must conclude playing no later than 11:30 p.m.
- Vendors will be responsible for transporting their own equipment to and from the function areas. The Club is not able to provide carts or wagons for vendor use.
- All events are subject to a \$100.00 fee for uniformed security based on the discretion of the Club.

Function Space Descriptions

The North Dining and Dance Floor

The North Dining function space overlooks the Butte Creek Country Club Golf Course and seats approximately 112-140 guests. The area has a built in full service bar, Coat Room, Men's and Women's Rest room, Small Patio, a 25x25 Hardwood Dance Floor and an Alcove area which can seat an additional 24 guests. The North Dining area comes equipped with a 5-disc CD player. Guests are welcome to bring their own CD's or the Club may provide house music.

The South Dining is located next to the North Dining, and is sold as a separate function space. A buy-out fee of \$1,100.00 will guarantee that the South Dining space will be held exclusively for your event in the North Dining.

The South Dining

The South Dining Area is the perfect setting for intimate gatherings of 70 people or less. This area is only available for evening functions beginning after 5:30 pm and is not conducive to dancing. Basic décor and Club centerpieces are included in this function space. Guests may gather for a welcome reception in the adjoining Bar/Lounge or on the Terrace area prior to moving into the South Dining Area for meal service.

The Grand Ballroom

The Ballroom includes the North Dining, Ballroom/Dance Floor, Alcove, South Dining and both North and South Patios. Large windows overlook the beautiful greens of the Butte Creek Country Club Golf Course. This room seats approximately 300 guests for a plated or buffet-style meal and up to 400 guests for a cocktail reception.

The Boardroom

The Boardroom is the ideal location for small meetings. The Boardroom is a private room that seats approximately 12 people and includes complimentary coffee/tea and water service. Lunch can be served in the Boardroom, or you may reserve a table in the dining room for your group to break.

Terrace Seating

The South Terrace may be used to accommodate additional guests. Additional tables and chairs will be charged accordingly.

Wedding Services

Ceremony Sites And Set Up

Wedding Receptions serviced by our Catering and Banquet staff may include Wedding Ceremonies on the Club premises. Additional charges may be assessed for the cleanup of flower petals, rice, confetti, etc.

- **Indoor** wedding ceremonies are held on the dance floor and can accommodate up to 175 guests. A **600.00 + tax ceremony fee** is applied. Upon the conclusion of the ceremony, the site is broken down to convert into a dance floor for the remainder of the reception.
- **Outdoor** ceremonies are held on the greens overlooking the Butte Creek Country Club Golf Course. A **\$600.00 + tax ceremony** fee is applied and includes basic white folding chairs.

Wedding Cake Service

You are most welcome to work with the bakery of your choice. Please ensure that your baker delivers and sets up in a timely and professional manner. A flat cake cutting fee of \$50 + tax will be applied.

Complimentary Amenities

All Receptions: 1 votive candle in each windowsill, complimentary tablecloth overlays in a limited selection of colors, choice of napkin color and placement of one table-ready favor per person.

Additional Amenities Available*

Wedding Arch: \$50

Votives, including candle: \$1 each

Fresh floral house centerpieces: \$10-\$12 per centerpiece

Square Mirrors: \$2 each

Miscellaneous Vases/Pebbles, etc: Priced per item

*tax will be applied





Butte Creek Country Club

Event Agreement Terms And Conditions

- Patron agrees to indemnify, save and hold harmless BCCC and or managers from all liabilities and claims for damages by reason of injury or death to any person or damage to property from any cause whatsoever, including loss of use while in, upon, or in any way connected with the use of the herein described premises by the patron.
- Patron accepts the premises in their "as is" condition and acknowledges that BCCC has made no representation or warranties with regard to the suitability and/or condition of the premises.
- Patron further agrees that any and all vendors (theatrical agents, florists, photographers etc.) performing a service for patron on the Club's premises shall comply with the terms of the event agreement.
- Wedding parties are instructed not to honk their horns on the residential streets surrounding BCCC.
- Absolutely no food or alcoholic beverages may be brought into or taken from BCCC into the parking areas and beyond by members or guests.
- Butte Creek Country Club's dress code must be honored for all events within the Clubhouse.
- In compliance with the State's "no smoking" law, smoking is not allowed in any part of the Country Club with the exception of open-air areas only.

Regulations Governing Usage Of Premises

- Any property damages resulting from the patron's use of the premises in excess of normal wear and tear will be repaired and billed to the patron, who agrees to pay said billing promptly.
- Patron shall not obstruct any sidewalks, halls, passages, exits, entrances or stairways of the premises. Patron further agrees to comply with all safety, fire protection and evacuation procedures and regulations established by Butte Creek Country Club or any governmental agency, and obey all laws.
- Patron, or any person invited to visit such premises by patron, shall not use portions of the facility not covered by this event agreement. Patron further agrees that it will not permit any person attending its function to bring alcoholic beverages on the premises.
- If simultaneous events are scheduled within said premises, each patron, as a courtesy to the other, will control the noise levels of their respective event.
- Patron shall not mark, drive nails, screw or drill into the partitions, woodwork or plaster, or in any way deface the premises or any part thereof. Patron shall not cut or bore holes for wires. Patron shall not affix any floor covering to the floor of the premises in any manner except as approved by Butte Creek Country Club. Patron shall repair any damage resulting from noncompliance with this regulation.
- These regulations are part of the event agreement and shall not be construed in any way to be a lease of the premises.
- Patron shall be responsible for informing all of patrons' agents, clients, customers, invitees and guests of the above rules and enforcing strict compliance with said rules.





Butte Creek Country Club

Please include a signed copy of this Agreement with your deposit.

Event Date (mm/dd/yyyy): _____ Start/End Time: _____ Estimated Count: _____

Event Name: _____

Contact Name: _____ E-mail: _____

Phone: _____ Cell Phone: _____

Mailing Address: _____

Client Signature: _____ Today's Date: _____

Office Use Only:

Facility Fee: _____ Room Description: _____

Ceremony Fee: _____