

## Agreement for Banquets and Business Meetings

### Food and Beverage Service

Green Valley Country Club is a full service banquet facility that can provide all food and beverage requirements for your event. Exceptions will be made for specialty cakes. All food and beverages shall be consumed on our premises. **NO EXCESS FOOD AND BEVERAGES ARE PERMITTED TO LEAVE OUR FACILITY.**

### Menus and Guarantees

Menus should be completed three weeks prior to your event and the final guarantee of guests is due seven (7) business days prior to the event. You will be billed for the confirmed number of guests or the actual number served, whichever is greater. If a guarantee is not received, you will be billed based on the initial estimate given. Any requests for menu changes within 72 hours prior to the event, when possible, are subject to a 10% premium above the published price.

### Special Menu Options

GVCC can provide other menu suggestions and selections. If what you are looking for is not on our menu, please let us know and we will be happy to develop a menu specific to your group's special needs. We also can provide vegetarian substitutions, or low carbohydrate meals. We will work with you to create distinct culinary selections to meet your special requirements.

### Service Charge

A service charge of 20% and all applicable taxes will be added to the food and beverage portion of the bill. Service charge does not count toward the required minimum food charge.

### Host Duties and Payment

Each function shall have one person designated to be the "host" of the event and liaison to the GVCC Staff member. Payment for the function will come from "host" and be presented as a single payment. A full Payment is due one week from the date of the function unless other arrangements have been previously made.

### Security

Green Valley Country Club cannot assume responsibility for the damage or loss of merchandise or personal property left in the function area prior to or after the event. If special security is needed, please arrange this with the Catering Director.

### Property Damage

Client is responsible for any physical damage to the property by the client's guests, attendees, employees, independent agents or other related parties under the client's control.

### Tasting

The club will conduct a menu tasting on request; please allow 30 days' notice to schedule. The tasting should be limited to four individuals.

The tastings are limited to 3 starter courses and 3 entrees' or 4 Hors d'oeuvres. The club does not normally provide tastings for desserts. A Culinary fee of \$35.00 per person will apply to all food tastings.

Any alcoholic beverages consumed during tasting will be charged on consumption.

Tastings can be accommodated on Tuesday, Wednesday or Thursday evenings at 6:00 pm.

#### Room Deposits and Food Minimums

- Minimum food and beverage order for wedding receptions is \$5,000.
  - A service charge of 20% will be added to the food and beverage total and does not count towards the required minimum food charge.
  
  - \$\_\_\_\_\_ rental of the facility includes set-up and breakdown for the event, including dishes, glassware, flatware, tables and chairs inside the clubhouse only.
  
  - Any other requirements needed for your event must be communicated to the GVCC staff member prior to the event with a minimum of one week notice. All food and non-alcoholic beverages will be subject to SC sales tax of 6% & hospitality tax of 2 and 20% service charge. Initial\_\_\_\_\_
- All alcoholic beverages will be subject to 20% service, sales tax 6% and F&B tax 2%.

**No outside food and/or beverages are permitted at our facility.** Initial\_\_\_\_\_

#### DECORATIONS AND OUTSIDE VENDORS

We welcome the use of decorations for your event and ask that you use good judgment in your selection to prevent damage to furniture or facility.

All furniture in the GVCC shall stay in place unless otherwise approved by the Green Valley Country Club. All decorative items used for your event (by you or your vendor) must be removed by the conclusion of the event unless prior arrangements have been made with the Club. If any decorative items are left for our staff to remove and dispose of, there will be a \$25.00 hourly minimum fee assessed. GVCC does not permit tape, nails, or other materials to be attached to walls, ceilings, or floors of the facilities. Clients will assume full responsibility for any damages to the facility caused by the patron, their guests, or vendors of the patron. No guest or vendor shall use a ladder on the property. If a ladder is necessary for placing decorations, a GVCC staff member will assist you at their earliest convenience. We do not assume responsibility for the loss of, or damages to, personal items prior, during, or following an event. All outside vendors must provide GVCC with a Certificate of Insurance. This must be done prior to the event date. Any details concerning outside vendors must be communicated to the GVCC. Please keep in mind that Wedding Coordinators must be approved by the GVCC. If chair covers are ordered by an outside vendor, they must be delivered to the GVCC no later than seventy two hours in advance and include return shipping label postage. The Club staff will put the covers on the chairs around the club's event schedule. The charge is \$1.25 per chair.

GVCC does not accept the responsibility for the expense of serving a meal to your contracted outside vendors. If you are contractually responsible for meals for your outside vendors, you must include these individuals in your headcount and in your table assignments. Initial \_\_\_\_\_

#### REHEARSALS

Rehearsals held before wedding ceremonies are welcome if the desired room is available at the time. GVCC must be informed of the rehearsal time at least two weeks prior to the rehearsal. Please understand that we will do whatever we can to accommodate rehearsals and/or provisions for decorating, but we are sometimes limited by another event or party. Initial \_\_\_\_\_

#### INCLEMENT WEATHER OR NON-USE OF PROPERTY

Planning an event involves some risk due to weather conditions that may arise. As long as GVCC is open, we will prepare for events. You are required to pay for the guaranteed minimum for your event, even if less than your minimum attends. In the event that the club closes due to inclement weather, you will not be responsible for food and beverage losses. Initial \_\_\_\_\_

#### ALCOHOLIC BEVERAGES

All hosts of events at GVCC are advised that the sale, consumption, and serving of alcohol to persons under the age of 21 are not permitted on the premises of the Club. We expect you to help enforce this law. The Club is committed to "Responsible Alcohol Management" and we reserve the right to refuse service of alcoholic beverages at our discretion. Initial \_\_\_\_\_

All alcohol service requires a bartender. There is a charge of \$25.00 per hour, starting with an hour before the event starts (ceremony time if having on property) to an hour after the event ends. The minimum bartender charge is 4.5 hours. The minimum number of bartenders required is one for every seventy guests (cash bar) or fifty guests (open bar). Bar service will be terminated no later than 11:30 PM. Initial \_\_\_\_\_

#### ADDITIONAL FEES

A minimum of \$100.00 labor charge will be billed for any changes made by the host within forty-eight hours of the event or for any changes to the set-up. A 20% taxable service charge will be added to all food and beverage purchases. This fee provides for all labor related to the set up and break down of a function as well as adequate banquet staffing throughout your event. An 8% SC sales tax will be added to the total charges. Initial \_\_\_\_\_

#### DEPOSITS AND CANCELLATIONS

This signed agreement and a deposit of \$600 is required to reserve a date. This deposit goes toward the final bill and 100% of the full payment is required 1 week before the scheduled event date. All cancellations must be received in writing. Cancellations made 90 days in advance will receive a full refund of the deposit amount. Cancellations made 89-30 days in advance will receive a

refund equal to ½ of the deposit amount. Any cancellation made with less than 30 days remaining until the scheduled event will receive no refund. Initial \_\_\_\_\_

ARRIVAL AND SET-UP

GVCC will do everything possible to accommodate the set-up for your event. Please contact the Club to coordinate the set-up for your event. All decorations and signage you provide must be taken with you upon the conclusion of your event. Initial \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

Signed: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Business Name:  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

Arrival Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Expected No. of Guests  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email address:

Credit card #:

FAX OR MAIL WITH DEPOSIT TO

Green Valley Country Club  
225 Green Valley Drive  
Greenville, SC 29617  
864.246.7268 Fax  
864.246.3941 Phone