



# Bloomington Country Club

## Policies and Procedures for Private Functions

### Introduction

The Management and Staff of the Bloomington Country Club would like to welcome you and your guests to our beautiful and accommodating facilities that are perfect for hosting all of your private functions. Whether it is as simple as a 15-person company meeting or as elaborate as a wedding reception with a guest list of hundreds, we are dedicated to providing the best food, service and ambience possible to everyone in attendance. The following guidelines have been created to ensure this experience, and should answer almost any question you have. The banquet menus provide an extensive variety of food and beverages that are perfect for any function. However, do not let these selections inhibit any variations or personal preferences you would like to request. If there will be children in attendance, the Event Coordinator can provide appropriate menus on request. Everything will be planned in advance so that the host and/or hostess may relax and have a great time along with their guests. After reading the enclosed information, the Event Coordinator will be happy to reserve available dining or meeting space. We all look forward to making certain your next private function at BCC is an unforgettable one.

### General Guidelines

- ❖ Members planning functions for 18 or more persons are required to plan a set menu in advance to ensure the best quality food and service.
- ❖ Function rooms are assigned by reservation on a first-come basis as well as by the number of anticipated guests. Multiple rooms may be reserved if necessary and if they are available. BCC's rooms and (comfortable) capacities are as follows:

The Bistro	40 seated	40 buffet	60 cocktail
Ballroom A	80 seated	80 buffet	100 cocktail
Ballroom B	80 seated	80 buffet	100 cocktail
Entire Ballroom	220 seated	220 buffet	300 cocktail

- ❖ The outdoor deck may also be used for private functions, weather permitting. Management may decide up to 10 hours prior to an event if the weather is too poor for patio use (including temperatures in excess of 95 degrees).

- ❖ All event details must be finalized at least 72 hours prior to the event.
- ❖ The final number of persons attending the event must be guaranteed no later than 72 hours before the event. Final charges will be based on the minimum number of guests guaranteed. If attendance exceeds the guaranteed minimum, charges will be added accordingly.
- ❖ The event host responsible for all guests attending a function. BCC reserves the right to deny service to any guest who is disruptive or overly intoxicated.
- ❖ The Club is open and available for use during these hours (which are subject to change):

Summer Hours:	Monday	11:00am - 3:00pm
	Tuesday-Thursday & Saturday	11:00am - 9:00pm
	Friday	11:00am - 10:00pm
	Sunday	11:00am - 5:00pm
Winter Hours:	Tuesday & Sunday	11:00am - 4:00pm
	Wednesday, Thursday & Saturday	11:00am-8:00pm
	Friday	11:00am-9:00pm

- ❖ Events at times other than those listed above must be approved and may be subject to food and beverage minimums.

## Food and Beverage Policies

- ❖ In order to ensure the best food and service available, we suggest all guests attending have the same menu. However, for parties of 30 people or less we can offer up to three entrée selections with each person having the same salad course, side items and dessert course. For parties over 30 guests we can offer two entrée selections with each person having the same salad course, side items and dessert course. The number of selections can only be increased based on certain dietary restrictions. If a Member or host selects this option, a list must be given to the Banquet Coordinator with each attendee and their entrée choice and a seating chart with entrée selections listed by table at least 72 hours in advance. In addition, the host must provide name cards with entrée selections indicated for every person. There will be an additional charge for any function not providing name card of \$25 for parties under 100 guests and \$50 for parties exceeding 100.
- ❖ If the host chooses to offer food selections that require temperature specifications (i.e. steak, lamb), all entrees will be cooked to the same temperature.
- ❖ Sufficient food quantities cannot be guaranteed for extra guests 5% over the previously set minimum attending.
- ❖ Food quality cannot be guaranteed for delays over 30 minutes past the agreed upon serve time of the function.
- ❖ All food stations requiring an attendant (i.e. carving stations, gourmet pasta stations) will incur a \$50.00 attendant fee.
- ❖ Bloomington Country Club cannot be responsible for food that has left the premises. Therefore, no leftover food may be removed from the Club.

- ❖ No food or beverage may be brought into the Club for use at a private function, except for wedding, anniversary, birthday or other special event cakes. A cake cutting fee of \$50.00 for each cake will be charged for all parties.
- ❖ Special wines not offered by the Club may be brought in for events. There will be a \$10.00 corkage fee charged for all bottles of wine regardless of whether or not they are served. Once wine is brought to the Club it becomes the property of the Club and therefore no unused wine may be removed from property at the end of an event.
- ❖ Functions must have a minimum of 30 people in order to set up a portable bar. There is a \$50.00 set up fee for all portable bars. If a portable bar is requested for events with less than 30 guests, there will be an additional \$50.00 set up fee. Servers may take cocktail orders if a portable bar is not necessary.
- ❖ One bartender will be allotted for parties of 100 people and less. Two bartenders will be available for events over 100 people. If any additional bartenders are requested, a \$50.00 fee will be added for each additional bartender in addition to the \$50.00 set up fee for each additional bar requested.
- ❖ BCC reserves the right to refuse service to any guest that in the judgment of management appears to be intoxicated. The Club will not serve alcohol to anyone less than 21 years of age. All guests will be subject to producing valid identification to verify their age. No guest will be served alcohol without valid identification. If it is discovered that guests of legal drinking age are providing alcohol to minors the bar will be closed for the duration of the event.
- ❖ PLEASE NOTE: It is against the state law of Indiana to bring any alcoholic beverages on to Club property. Any outside beverages found will be confiscated and will be added to the function bill at the full price regularly charged by Bloomington Country Club.
- ❖ If a cash bar is required it is up to the host to inform the event guests that the Club does not take credit cards for individual bar charges. There is also no ATM machine on property and all guests should plan accordingly.
- ❖ All prices are subject to change, and cannot be guaranteed for more than 90 days in advance.

## Other Policies

- ❖ Any decorations, floral arrangements, gifts or other guest property must be removed immediately following the event. BCC is not responsible for any items left at the Club for over 24 hours.
- ❖ BCC is not responsible for any gifts left unattended during the event.
- ❖ Decorations for any function must be approved through the Event Coordinator. They are the responsibility of the host, and at no time may any decorations be affixed to Club property. This includes the use of tape, wire, nails, screws, thumbtacks, staples, hooks etc. Appropriate fees will be charged if any damage to Club property occurs.

- ❖ Potpourri, rose petals or bubbles may be used following a wedding reception. These items must be handed out and used outside of the Clubhouse only. Birdseed, rice, confetti, silk flower petals and sparklers are all prohibited.
- ❖ Confetti cannot be used for any table decorations due to potential vacuum cleaner damage.
- ❖ Event guests will not have access to any areas designated as “Member Only” areas. This includes but is not limited to the Pub and Men’s Lounge.
- ❖ Pictures of the event will be limited to the designated areas predetermined by management and the event host.
- ❖ Under no circumstances will event guests be allowed on any part of the golf course including but not limited to greens, tees, fairways and cart paths. Any damage that occurs due to the violation of this rule will be billed to the event host.
- ❖ Any lost or damaged equipment, decorations, table linens, etc. rented from a third party vendor are the responsibility of the host of the event. BCC accepts no responsibility for any lost or damaged items.
- ❖ Third party contractors for music, decorations, flowers, cakes, etc. are the sole responsibility of the event host. Any damage occurring from a third party contractor will be billed to the event host at the appropriate amount. All staging, lighting and electrical requirements must be provided to the Event Coordinator no less than 5 days prior to the event. If meals are to be provided to any third party contractors or non-guests the number must be included in the guaranteed number of guests.

## **Other Services and Fees**

- ❖ The Club can also provide votive candles for function tables for a charge of \$1.00 each.
- ❖ BCC will provide white, black or ivory linen tablecloths. A large selection of colored napkins is also available from our linen provider at no additional charge. Specialty linens can be ordered through a company that works with BCC. All charges for specialty linens will be added to the final event bill.
- ❖ Additional audio/visual equipment can be provided for functions and meetings. The Banquet Coordinator has a complete list of available equipment and their corresponding charges.
- ❖ Any excessive cleaning necessary after use of Club facilities will be billed to the event host at a rate of \$30 per man hour needed to restore areas to their former condition.
- ❖ Any facility repair required will be charged to the event host at the actual cost of repair plus \$50.
- ❖ An additional fee will be charged for the set up of meetings or events not meeting a food and beverage minimum.

## Deposits and Event Payment

- ❖ BCC will accept credit cards for payment with a 2 ½% processing fee. Personal checks are also acceptable for payment.
- ❖ At the time that the contract is signed all non-member functions must have a valid credit card number on file with the Club. The Club reserves the right to bill all unpaid amounts associated with the event to the credit card on file.
- ❖ A \$500 deposit is required for all non-member functions to reserve event space and a particular date. If the event is cancelled for any reason the deposit will be refunded if the space is re-booked. If the event is cancelled and the event space is not re-booked by another party the deposit will be retained by the Club.
- ❖ All non-member functions require payment in full of all estimated event charges including tax and gratuity no later than 72 hours in advance of the event date.
- ❖ The final event bill will be calculated within 5 business days after the event. Any additional monies due will be billed at this time. If the final event bill is less than the amount previously paid a refund check will be issued for the difference at this time.
- ❖ An additional 7% for sales tax and 20% for service will be added to the final bill of every function. Members/hosts are not, however, limited to 20% and may increase this amount at their discretion.
- ❖ Any unpaid event bills will be charged late charges of 1.5% per month from the date full payment is due.

I have read, understand and agree to the policies and procedures outlined. I further agree to the payment terms as outlined.

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Event Host	Date
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Credit Card #	Expiration Date
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Deposit Amount	Date Deposit Received
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Event Coordinator	
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