



Important Wedding Policies

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 food and beverage minimums, but must pay the required room rental fee for weddings.

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.

Deposits

A deposit of **\$2000.00** is required for All Weddings to reserve any available date.

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 exceeding \$1,500 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.

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.

Special Equipment

Receptions and/or ceremonies requiring special equipment (tents, heaters, specialty linen, etc.) will be charged for the rental, delivery, and pick-up.

Wedding Ceremonies at the Club

Parties holding ceremonies at the Club will be charged a basic fee of \$2500 plus tax for the ceremony regardless of the size. The exact site of the ceremony must be pre-approved by the Food and Beverage Manager.

Wedding Receptions at the Club

The staff of Meridian Valley Country Club has years of experience conducting hundreds of wedding receptions resulting in wonderful memories that last the happy couple and their families all their lives.

There is a minimum requirement of 80 guests for a wedding reception, but the banquet facilities can accommodate up to 275 people depending on the food service and other logistics required for the reception. Please speak with the Catering Sales Manager regarding table set-up and other seating requirements.

You and your guests will be allowed five hours for the reception (not including the ceremony, if needed). Only two additional hours will be allowed with an additional \$250.00 fee per hour, so long as the closing hour is no later than 12:00 midnight.

All events at Meridian Valley Country Club must end at **12:00 Midnight**

Basic Reception Setup

- All labor required for the reception.
- All supplies such as basic linens, tables, china, glassware, utensils. (specialty items will incur rental fees)
- Use of our portable dance floor.
- Use of our silver cake knife, server, and professional cake cutting.
- Use of our tea light candleholders and the tea light candles.
- Non-alcoholic punch and punch bowl.
- Coffee and tea service
- Champagne or sparkling cider toast

Damage or Vandalism & Cleaning 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 event host 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.

A \$200.00 cleaning fee is charged for throwing rice, birdseed, etc. The cleaning charge will also be charged for the use of glitter, confetti, food or beverage staining the carpet, etc. inside the Club House.

Room Fees & Food & Beverage Minimums

Room rental fees cover the cost of labor setup, breakdown, standard linen, tables, utensils, building cleaning and maintenance fees. The **Room Rental fee for Wedding Receptions is \$2000**. The **food and beverage minimum is \$8000** (does not include the ceremony fee, tax and gratuity).

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 ages 4 - 12 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.

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.

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.

Cancellation Policy

Deposits made towards a Wedding are refundable within 120 days of the event. Deposits will not be refunded for cancellations made under 120 days.

Weather

Events consisting of more than 200 people may require seating on the Club's deck and/or on areas located out of doors. Meridian Valley Country Club is not responsible for the weather. In the event of wind, rain, extreme heat or any other unfavorable conditions, the host will still be responsible for full payment.

Coat Check

A coat check attendant is available at \$30 per hour. Times will include 30 minutes for set-up and 30 minutes to close.

Smoking Policy

Smoking is not permitted inside the Club House. Smoking is permitted outside in accordance with WA State Laws. Ashtrays will be provided on the back deck area of the building and at the front entrance of the building.

Lost or Stolen Items

Meridian Valley Country Club is not responsible for the loss or damage to any items prior to, during or following the reception. This includes but is not limited to the wedding gifts, coats, jewelry, etc.

Leftover Food

All foods are property of Meridian Valley Country Club. Neither hosts nor guests are allowed to take any "leftovers" off Club property. This includes, but is not limited, to any food remaining on buffets.

Golf Course

Guests are required to remain in assigned areas only. The golf course, grounds, and certain areas of the Club House are off limits to all guests. For the safety of all concerned and the protection of the tees and greens, guests are not permitted on the greens, tees or the practice areas. Keep in mind that the host is responsible for any and all damage caused by their guests. The average replacement cost of one putting green is \$20,000.

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.
- Gym clothes, sweats, yoga pants, jean shorts, crop tops or shirts that show midriff, etc. are NOT considered appropriate Clubhouse attire
- Business casual and formal attire is acceptable

Beverage Service

Meridian Valley Country Club has two full-service bars capable of serving all of your beverage requirements. Corkage is allowed with wine. **For wedding receptions that want to feature a cash only bar, there is a fee of \$150 for every 75 guests to have a bartender available. That fee is waived for hosted bars.**

Please check with the Food and Beverage Manager for questions.

Meridian Valley Country Club concludes all beverage service at 12:00 Midnight

Meridian Valley Country Club maintains the right to refuse service to anyone.

All guests must have picture I.D. on their person. Failure to provide such identification upon the request of any M.V.C.C. employee will result in their being denied alcoholic beverage service. It is not possible for anyone to "vouch" as to the age of any individual, regardless of his or her relationship to the host.

Neither members nor their guests are allowed to serve themselves alcoholic beverages.

Hosted Beverage Pricing

Keg beer (Domestic)	\$295.00 -½ Barrel Keg
Keg beer (Micro Brew/Import)	\$375.00 -½ Barrel Keg
Champagne (House)	\$ 27.00 per bottle
Champagne – All Other Brands	Please see wine list
Wine (House)	\$ 27.00 per bottle
Premium Wine	Please see wine list
Liquor Prices	
Well Stock Brands	\$8.00
Call Brands	\$9.00
Premium Brands	\$10.00 and up
Sparkling Cider	\$12.00 per bottle
Sodas (off the gun)	\$2.50
Corkage Fee	\$20.00 per bottle

A 20% Service Charge and applicable Washington State Sales Tax will be added to all charges.
Prices subject to change without notice.

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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