

Welcome to Flint Golf Club



Thank you for your interest in Flint Golf Club. We would be honored to host your special event. Flint Golf Club celebrates more than 100 years as a destination where friends and family enjoy camaraderie and build lasting memories.

Although Flint Golf Club is private, we extend our invitation to all guests to hold their special moments with us. We offer various rooms for all size functions, up to 300 guests, that overlook our beautiful golf course designed by famous Willie Park Jr.

We believe that every event from weddings and birthdays to corporate functions should be customized down to the smallest of details and attended to with first class service and extraordinary cuisine.

Flint Golf Club's staff will work hard to ensure your exclusive event will be as special and memorable as possible.

To schedule your private and personal event consultation and tour of Flint Golf Club, please contact:

*Tarah Smith
Events and Membership Director
810.743.6100 Ext 204
events@flintgolfclub.com*





OUR FACILITIES



MAIN DINING ROOM

FIRESIDE LOUNGE



OAK ROOM



Facilities- Lower Level

Oak Room

The Oak Room is the club's formal member dining room and offers a view of the patio, lawn, first tee and fairway. The Oak Room offers fine dining with exemplary wait staff and a diversified menu. The Oak Room is open for lunch and dinner and is a great place for smaller and quieter business meetings.

Harry Barrett Grill

The Harry Barrett Grill is a more relaxed and casual area that offers a lunch, dinner and bar menu. The Grill is a great place to stop before and after a round of golf to enjoy a delicious meal or a cold beverage from our fully stocked bar and watch the game.

West Room

The West Room is a private dining or meeting room that holds up to 32 people. The room overlooks the outdoor patio and lawn. This room is optimal for meetings, showers, and luncheon or dinner parties.

Executive Room

The Executive Room is a private room that holds up to 40 people. This room is great for board meetings or business lunches. The room has a built in projection screen.

Opening the doors, the Exec and West rooms can accommodate 72 people.

Patio

The patio is a great place for dining outdoor during the summer and can hold up to 50 people. This area is casual dining and can also be reserved for private affairs.

Facilities – Upper Level

Fireside Lounge

The Fireside Lounge is a great room for all types of functions: bridal showers, anniversary parties, graduations parties, business meetings, etc. The Fireside lounge offers views of the lawn, golf course and pool. True to its name, the Fireside Lounge boasts a gorgeous fully functional fireplace, perfect for your late season wedding or Holiday party. This space holds up to 100 people.

Main Dining Room

The Main Dining Room overlooks the golf course. your event. The Main Dining Room holds up to 200 people.

Fireside Lounge and Main Dining Room

The combined banquet facility can accommodate up to 300 people. This space is perfect for larger functions such as wedding receptions, awards banquets, retirement parties, etc.

Balcony

The Balcony overlooks the golf course and is a great outdoor space for cocktail parties and small social gatherings. The Balcony can hold up to 50 people.

Facilities – Grove and Lawn

Grove

The Grove is our outdoor picnic area and can hold up to 200 people. This is a great place for class and family reunions as well as pool parties for the kids.

Lawn

This is a wonderful spot to have your wedding ceremony. With seasonal flowers and trees, this is a beautiful setting. We can accommodate up to 300 people on the lawn.



Banquet Policies

Guarantee Policy – Flint Golf Club must be notified of the exact number of guests attending a function, and any special dietary needs, five days prior to the event. This number is considered the guarantee. Flint Golf Club will set up and prepare for the guaranteed number of guests. If Flint Golf Club does not receive a guaranteed number before five days prior to the event, we will use your last indication of expected guests to be the guarantee and bill accordingly. We cannot guarantee accommodation to any special dietary needs, if not given with your final guarantee.

Booking Procedure – To insure accurate communication, necessary to make your function as successful as possible, we prefer to work with one person in the planning of your event. Banquet Menu selections and all details, including room arrangement and equipment needs are needed two weeks prior to your event. The following are guidelines to be used for your function:

20 people or less may order off of the appropriate menu.

11 – 30 - limited menu of three choices is required.

Functions of 30 or more must select the menu from our banquet buffet or plated selections.

Our Executive Chef will be available for consultation. We cannot guarantee pricing.

Menu price is locked once the menu is confirmed.

Buffets- Flint Golf Club prepares buffets based on the final guarantee. If the guests exceed the prepared amount of food based on your final guarantee, Flint Golf Club will charge accordingly.

Plated Meals- Flint Golf Club prepares plated meals based on the final guarantee. If the guests choose to change their order and the number of prepared plates is higher than the final guarantee, Flint Golf Club will charge accordingly. Assigned seating is required for multiple plate option meals, along with a system of identifying each guest's entrée choice and the system must be communicated to the Event Director.

Special Menu – Arrangements may be made for any special dietary needs for your function, or persons requiring a specially prepared meal. Please give us special dietary needs when you call in your final guarantee and we will be happy to tailor the menu to suit these needs. We cannot guarantee accommodation of any dietary needs if not called in with your guaranteed guest number.

Food and Beverage – All Federal, State and Local Laws with regard to food and beverage purchases or consumption are strictly enforced. All food and beverage must be purchased from Flint Golf Club by prearrangement through our Banquet Manager. Club members, guests or other invitees may not bring food or beverage of any kind, with the exception of specialty cakes and desserts, into Flint Golf Club. Flint Golf Club takes pride in serving the finest food and beverage available.

Flint Golf Club will prepare quantities of food and beverage based on the guaranteed number of guests, in appropriate amounts to insure that all guests at the event enjoy an attractive selection.



Banquet Policies

Leftover Food – In accordance with the Genesee County Health Department rules, boxing leftover buffet food is prohibited.

Alcoholic Beverages – Under no circumstance are any alcoholic beverages allowed in or around Flint Golf Club facilities, including coolers, flasks, etc. All unauthorized alcohol will be disposed of by Flint Golf Club staff. All guests, including hosts, brides, grooms and their bridal parties are required to show proper identification to be served.

Sales Tax and Gratuity – All functions are subject to a 6% Michigan Sales Tax and 21% Service Charge and are automatically added to the function bill. If your organization is Tax Exempt, a Tax ID number indicating such must be presented prior to the event.

Reservations with No Food Purchase – Flint Golf Club will allow reservations of banquet facilities with no food purchase, however this will include a raise in the room fee. This fee will be contingent on the details of the event, including number of guests, and other services rented.

Club Facilities – Flint Golf Club is available for an intimate private function or a lavish wedding. Our primary banquet facility can accommodate up to 300 people. Our facilities are reserved for members at the discretion of Flint Golf Club and based on estimates given during the initial booking. Flint Golf Club reserves the right to relocate any function to a suitable, alternate room within the club.

Dress Code – Jackets are required for gentlemen 16 years and older, at all times. Juniors and children are expected to be attired consistent with these guidelines. Please understand that clothing should appear properly laundered and pressed.

Functions may request a change in the dress code. If a private party is being held in a restricted area, dress code is at the discretion of host. This request must be made prior to the event. Guests not dressed according to dress code are requested to remain in the area of the function.

Special Hour Events – Flint Golf Club is closed during the months of January and February and limited hours in March and April that are weather dependent. Our facilities can be reserved during these times for a dollar minimum of \$3000. There will be no fees waived for these special events. This includes all parties that are planned outside of our normal business hours.

Execution and Obligation – Flint Golf Club is not obligated to execute events under contract in the case of a strike, fire, flood, failure of power, failure of heat and/or air conditioning, acts of God or any causes beyond our reasonable control. In addition, Flint Golf Club will not be held responsible for claims made by outside vendors hired by any event host.

Set Up - The date of your event, you will be allowed to decorate and set up ahead of time. The time in which you will be able to begin set up will be determined by availability of room prior to your event. This can be discussed and arranged with the Flint Golf Club Event Coordinator. Requirement of staff to set up early may result in room fee increase.



Banquet Policies

Decor – Flint Golf Club has many professional relationships with outside decorators. Hosts may bring in their own vendors or decorations. Flint Golf Club will not be held responsible for any decorating or decorations. We do allow all candles, however we require wax catchers with any taper candles used. Confetti, rice and all other biodegradable substances are allowed outside for celebratory purposes.

Floorplan Arrangements- The floorplan arrangements must be arranged no later than 1 week prior to your event. Any changes made on the day of your event will result in additional charges. **Minimum of \$50.** These changes include, but are not limited to, adding or eliminating tables and rearranging any furniture.

Valet Services – Services are available for an additional fee. Valet is mandatory during the peak season (May through September) for all parties of 100 people or more. The number of valets used will be at the discretion of Flint Golf Club.

Ladies Attendant – Services are available for an additional fee. While these services are not mandatory, they are highly recommended in order to provide your guests with the level of service they deserve.

Personal Property – Flint Golf Club does not have space available to store personal property, equipment or supplies belonging to or rented by the member/host. All such items must be removed from the club at the end of the function, unless arrangements have been made in advance with management. Flint Golf Club will not assume or accept responsibility for damage to or loss of personal articles or rented equipment left at the club prior to, during or following any function.

Smoking Policy – Flint Golf Club is a non-smoking facility. Designated smoking area is located out the front doors of the main entrance. Smoking is not allowed on the balcony.

Private Property – Flint Golf Club does not allow the affixing of anything to the walls, floors, furnishing or ceilings of the rooms with nails, staples, adhesives or any other substances. The host of the event assumes responsibility for any damages to or the loss of property from the function room or other areas of the club caused by the attendees, guests, or independent contractors affiliated with the function. **Minimum Damage Charge is \$250.** This charge may increase based on the amount of damage incurred.

Payment Policies -

Deposit is required to solidify your reservation. This amount is determined by your estimated number of guests. Your deposit will be applied to your final bill. If the event is canceled, the deposit is forfeit unless the date is rebooked with an event similar in size.

We will allow you to make payments to your discretion, but the full balance must be paid before the day of your event.

Following the event, all remaining cost will be billed to the host, including open bar costs that have exceeded the prepaid estimate. Your final bill will be due no later than 10 days after your event.

Members may put a maximum of \$2500 on their member account. If a member's event exceeds \$2500, the remaining balance must be paid before the day of the event.

All payments may be paid with a certified check, cashier's check, money order, cash, or credit card. **If paid by credit card, a non-negotiable 3% service charge will be added.**



Banquet Booking Process

Booking the Date

To host your event at Flint Golf Club, you must be a member, or have a Member Sponsor agreement completed in writing.

< You can join as a dining member for only \$250 annually! >

Deposit

To hold and book a date, a deposit will be needed and will be deducted from your final bill. If deposit has not been received within 2 weeks of holding date, the hold will be released.

1- 100 People: \$300.00

101-300 People: \$600.00

If your event is canceled, the deposit is forfeit, unless the date is rebooked with an event similar in size.

Menus and Final Guarantee

Our policy states 2 weeks prior to the event a menu will need to be selected. We also require a final guarantee 5 days prior to the event. If we do not have a final guarantee by that time, we will use your estimated guest amount from the contract for billing purposes.

Room Fees**

All Room Fees are for 5 hours
Additional Hours- Please inquire within

<i>Under 50:</i>	<i>\$100.00*</i>
<i>51 to 100:</i>	<i>\$250.00*</i>
<i>101 to 200:</i>	<i>\$500.00*</i>
<i>201 or More:</i>	<i>\$700.00*</i>
<i>Wedding Ceremony:</i>	<i>\$500 + Chair Rental</i>

**The Upper Level requires a minimum of \$5,000 in total to reserve a Saturday in Peak Season*

***Room Fees are based assuming Food Purchases are made.
If no food is purchased, room fees will increase. Please Inquire.*

All Room Fees Include:

China, Plates and Silverware, Head Table, Gift Table, Display Table and Cake Table Linens and Skirted, White Polyester Napkins, Normal Set Up and Clean Up, Tables and Chairs, Standard Basic White Table Linens and White Cloth Napkins, In House Event Coordinator



Services and Rentals

Valet

<i>Under 50 Person Event</i>	<i>\$100.00</i>
<i>50-150 Person Event*</i>	<i>\$200.00</i>
<i>Over 150 Person Event*</i>	<i>\$300.00</i>

**Required During Peak Season (May through September and December)*

A/V Equipment

<i>TV/DVD</i>	<i>\$50.00 per day</i>
<i>Screen</i>	<i>\$30.00 per day</i>
<i>Podium</i>	<i>\$20.00 per day</i>
<i>Projector</i>	<i>\$50.00 per day (includes speakers)</i>
<i>Microphone</i>	<i>\$25.00 per day (includes speakers)</i>
<i>Wireless Microphone</i>	<i>\$25.00 per day (includes speakers)</i>
<i>Speakers and Amp</i>	<i>\$40.00</i>
<i>Easels</i>	<i>\$10.00</i>

Décor and Other Rentals

<i>Square or Round Glass Mirrors</i>	<i>\$25.00 per event</i>
<i>Votive Candles</i>	<i>\$25.00 per event</i>
<i>Centerpieces</i>	<i>\$15.00 & up-per table</i>
<i>High Top Tables with linen</i>	<i>\$25.00 each (6)</i>
<i>Dance Floor</i>	<i>\$100.00</i>
<i>Ladies Attendant and Coat Check</i>	<i>\$100.00</i>

Linen Rentals

Colored Napkins \$.30 per napkin

Black, Blue, Brown, Burgundy, Evergreen, Gold, Gray, Hot Pink, Ivory, Lilac, Lime, Mint, Navy, Peach, Pink, Purple, Raspberry, Red, Rose, Royal Blue, Rust, Sandalwood, Sun Gold, Teal, Yellow

**Above Napkin Choices are Polyester- Other Colors and Fabrics are Available for an Upgraded Charge- Please Inquire*

Chair Covers \$4.50 each

*Includes setup and break down
Cover and sash color of your choice
Table Linens*

*All Specialty Table Linens
Starting at \$15 Each*

Please Inquire for Sizes and Color Options

Linen Policy

We partner with Sohn Linen and Special Occasions for all of your linen needs. By using our linen service, you will not be responsible for any set up or tear down of the linens. You have the choice to bring in your own linens, but by doing so you will be responsible for set up and cleanup of all linens.



Special Beverage Options

Bowl of Non-Alcohol Punch*

\$3.00 per person

Coffee Station with flavored syrups*

\$5.00 per person

Includes gourmet coffee, 3 gourmet syrups, assorted condiments

Non-Alcoholic Beverage Service*

\$2.00 per person

Coffee, tea, lemonade & fountain soda

Cash Bar Sales

\$60.00

Portable Bar

\$200.00 (Flat Fee)

Keg Beer*

1/2 barrel which is 15.5 gallons

Domestic-\$425, Import-\$600

"Adult" Punch or Lemonade*

\$6.00 per person

This includes 1 glass per person

Champagne*

\$300.00 per case

Refills based on per bottle price

Champagne Punch bowl*

\$6.00 per person

This includes 1 glass per person

Prepaid Bar Service

	<u>5 hours</u>	<u>Extra hours</u>
House Bar	\$25.00*	\$5.00*
Call Bar	\$27.00*	\$7.00*
Premium Bar	\$30.00*	\$8.00*
Super Premium Bar	\$33.00*	\$9.00*
House Wine & Beer only	\$20.00*	\$4.00*

**All Prices are per person*

Single Bottles may be added to any Bar at current Banquet Bar bottle prices
No shots will be served on prepaid bars. Purchases subject to 21% service charge and 6% sales tax.

Standard Bar (House brands only)

Includes domestic beer & house wine

Heaven Hill Whiskey, Heaven Hill Vodka, Crystal Place Gin, Lauder's Scotch, Heaven Hill Rum, Montezuma Tequila, All Schnapps and Puckers

Call Bar

Includes Standard Bar + Import Beer

Seagram's VO, Seagram's 7, Black Velvet, Southern Comfort, Canadian Club, Smirnoff, Absolut, Beefeater Gin, J&B, Jim Beam, Bacardi Silver, Bacardi Limon, Captain Morgan's, Cuervo Gold, Café Aztec, Cointreau

Premium Bar

Includes Standard and Call choices

Jack Daniel's, Crown Royal, Stolichnaya
Bombay Sapphire and Tanqueray, Dewar's, Maker's Mark
Bourbon, Meyer's Rum, Kahlua, Bailey's Irish Cream, Amaretto

Super Premium

Complete, Full Bar

Grey Goose, Ketel One, Glenlivet, Glenfiddich, Chivas Regal
Scotch, Hennessy, Drambuie, Grand Marnier, Chambord