



Stockton Golf & Country Club

Banquet Policies– Terms & Conditions

Food—

All food must be supplied and prepared by SGCC and may not be removed from the premises. Ceremonial and birthday cakes are permitted, as an exception.

These menus serve only as a guide for planning your special event. Our food and beverage staff will be happy to create any custom menu that you may desire. We must receive all final menu selections, room arrangements and other details at least 30 days prior to your event.

Bar & Beverages—

Bar prices are subject to change and will be guaranteed 90 days prior to the event. Bartenders reserve the right to refuse service to anyone. Anyone not complying with Federal and State laws regarding underage drinking may be asked to leave the premises.

In accordance with State and Federal Regulations, all alcoholic beverages (with the exception of champagne and wine) must be consumed on the premises and be supplied by SGCC. Any liquor or alcoholic beverages brought into the club will be confiscated and disposed of.

Hosts may provide their own unopened bottles of champagne and/or wine, each 750ml bottle is subject to a \$12 corkage charge.

Guaranteed Attendance—

14 days prior to the date of your function, you must provide the Director of Catering Sales with a guaranteed number of attendees.

The guaranteed count provides the basis for charges and is not subject to reduction. In the event a guaranteed count is not submitted, either the estimated count or actual count will be used for billing, whichever is greater.

Increases in guaranteed attendance are subject to food availability and/or approval by the Food & Beverage Department.

Prices & Service Charge—

Food prices are subject to change and will be guaranteed 90 days prior to your function. All Food and Beverage items and charges are subject to 20% service charge in addition to Federal, State, and Local taxes.

The added service charge does not go directly to the staff working your event, but will be distributed to food and beverage employees at the discretion of SGCC Management.

Food and Beverage Minimum—

All rooms have a Food and Beverage minimum. This is the lowest dollar amount that must be spent on either food or beverages, and does not include taxes, service charges, or labor charges such as dance floor or set-up fees. Events that do not meet this minimum in food or beverages, will be charged for the remaining balance of the minimum.

Billing—

All billing will be completed 14 days prior to the event unless other payment arrangements have been made. SGCC accepts cash, check, cashier's check, money order, Visa, MasterCard, or American Express. All credit card payments will be subject to a 3% administration fee.

Questions or concerns regarding event billing must be addressed immediately. Failure to pay within the allotted time will result in additional late charges of \$125.

Space Assignments—

Daytime events are allocated a 4-hour rental, ending no later than 3 pm. Evening events are allocated a 5-hour rental, ending no later than 12 am. Additional hours may be purchased at the rate of \$400 per hour. Extended rental arrangements must be made with the Director of Catering Sales 14 days prior to your event date.

Adequate space is reserved in accordance with your guaranteed guest count. In the event that a dramatic decrease in numbers were to occur, SGCC reserves the right to adjust room arrangement accordingly.

Any adjustments made within the last 72 hours prior to an event are subject to a \$500 adjustment fee. This includes additional meals, room set up and place setting changes.

Dress Code—

Appropriate dress is expected at all times. Tank tops, cut-offs or large tee shirts are NOT permitted in the clubhouse. Please communicate this dress code with your guests. SGCC has the right to remove anyone who does not comply with these guidelines.

Room Restriction—

In order to respect our member's privacy, guests of any private events are restricted to the room(s) and area(s) specifically reserved for their function and may not wander throughout the clubhouse facilities. Guests are not permitted in areas designated Members Only.



Stockton Golf & Country Club

Banquet Policies– Terms & Conditions Continued

Decorations—

SGCC does not assume any responsibility for any decorations. All displays, exhibits and decorations must conform to current fire and safety codes.

SGCC does not permit anything to be affixed to the walls, ceiling, furniture, or fixtures unless approved by the Director of Catering Sales.

All decorating and removal must be done during regular hours and is the responsibility of the host. If the decorations remain after the pre-set time, the club will have them removed and the host will be charged an additional labor fee of \$500.

Any damages to the clubhouse or SGCC property will result in non-negotiable additional charges and will be added to the final bill.

All decorations, as well as methods of placement must be approved by the Director of Sales prior to the event. All belongings of the engager will be held up to 24 hrs after event. After 24 hours, these items will be discarded unless prior arrangements are made. This includes but is not limited to: wine, cake tops, and decorations.

Floral & Candles—

All floral arrangements must be free standing (no nails, staples, or other wall attachments), and must not deface SGCC facilities. All floral arrangements must be fireproof, in compliance with fire and safety codes.

Flower petals are permitted on tables, however should any decorations stain our linens, there will be a linen replacement charge added to the final bill. Glitter, confetti, rice and birdseed are not permitted. Outdoor events may not use artificial flower petals, however, real petals are permitted.

Candles must be contained in a glass or votive, at least as tall as the height of the flame. Please contact the

Director of Catering Sales for questions or clarification.

Outside Contractors/Vendors—

All outside vendors must be pre-approved by the Director of Catering Sales at least 14 days prior to the date of the event. Your vendors and suppliers may enter the facility no sooner than 1 hour prior to the scheduled beginning time of your event unless other arrangements are made with the sales department prior to your event.

Security—

Event hosts will be responsible for payment of security for the event. All non-member evening events exceeding 100 guests must provide 1 security guard. 1 additional guard is required for every additional 100 guests thereafter.

The event host will be charged per guard on a per hour basis. Guards are hired at \$30 per hour per guard.

SGCC will not be responsible for any vehicles or personal property brought onto club property.

Responsibility of Host—

The host of the event will be responsible for providing SGCC with an itinerary of events for the day, including timelines, hotel locations, secondary contact information, location and length of the ceremony if applicable, as well as the names and phone numbers of your vendors in case of emergency (i.e. florist, music, photographer, etc).

SGCC will not take responsibility for loss or damage to personal property while on the premises.

Liability / Damage or Loss of Property—

SGCC reserves the right to inspect and control all private functions. Any damage done to the property by guests, attendees, independent contractors or other agents under your control will result in replacement fees. These charges will be determined at the discretion of SGCC Management and are non-negotiable.

SGCC will not assume responsibility for the client's personal property and/or equipment brought into the clubhouse.

SGCC will not assume any responsibility for damage or loss of any property or articles left at the Club after the event.

Confirmation/Cancellation Policy—

A deposit is required in the amount of your room rental to make reservations. Reservations are made on a first-come, first-serve basis. Full deposit and signed contract are required to reserve. All deposits made are non-refundable.

Any function cancelled less than 120 days prior to the event date, you will be subject to a cancellation fee in an amount equivalent to the minimum expenditure.

Reimbursements, if any, will be at the discretion of SGCC Management.

Please contact Katie Fehn, Director of Catering Sales
with any questions:
kfehn@stocktongolfcc.com
(209) 466-4313 x 25