



## *Weddings & Events*



Thank you for considering Governors Towne Club for your event venue. It is our pleasure to assist you throughout the planning process and we appreciate the opportunity to serve you on your special day.

Governors Towne Club provides the ideal location for your North Atlanta wedding or event – just a short drive from the city. The club offers a beautiful selection of full-service private party and event rooms. Our 6,000 sq. ft. Ballroom will accommodate up to 250 guests, as well as amenities to make your event complete. Guests are accompanied by photography quality views of our beautifully manicured golf course and stylishly decorated clubhouse. With a spacious outdoor ceremony site and the entire top floor for your reception, you and your guests can enjoy your special evening customized completely to your wishes.

From breathtaking views to fantastic cuisine, our wonderful service staff and events coordinator stand ready to give you all the information you need to design a special wedding that's sure to impress. From creative & delicious food to impeccable service, you and your guests will experience magical moments designed by our staff

Enclosed you will find more information about Governors Towne Club's pricing, amenities, capabilities, and more. For more information, contact our Director of weddings and events, Amanda, at 678-439-3124 | [Amanda@governorstowneclub.com](mailto:Amanda@governorstowneclub.com). We are happy to help!



## *Terms and Conditions*

### FOOD & BEVERAGE

Governors Towne Club must provide all food & beverage. No outside food and beverages are allowed with the exception of wedding and specialty cakes. Our menus are designed to offer you a selection of quality items, however if you prefer to offer your guests something outside of the printed menus, our Executive Chef is more than willing to tailor a menu to your specifications. Custom menus are available upon request. Due to health regulations, perishable leftovers may not be removed from the property. In addition, all persons must be at least 21 years of age to consume alcoholic beverages. The Georgia State Liquor Commission regulates the sale and service of alcoholic beverages. As a licensee, Governors Towne Club is responsible for the administration of these regulations. No alcohol served by the Club may leave the premises. Governors Towne Club Management and Staff have the responsibility and right to discontinue beverage service to any guest if deemed necessary.

### DEPOSITS & PAYMENT SCHEDULE

When scheduling an event, a signed contract and minimum deposit is required to secure your date. An additional forty percent (40%) non-refundable deposit of the estimated total expenditure is due at the completion of detail planning, a minimum of thirty (30) days prior to the functions. The balance of the total expenditure, along with the guaranteed head count, is due fourteen (14) days prior to the event.

### PRICES & FEES

A 22% service charge, 6% sales tax, and a 3% liquor tax will be added to all food and beverage for the event. All prices quoted 60 days prior to signature of contract are subject to change. If paying by Credit/Debit Card, a 3.5% processing fee will be added. There will be a Cake cutting fee of \$1.50 per person added to all weddings.

### CANCELLATIONS

Should you cancel, reschedule or postpone your event, the advance deposit and any payments shall be forfeited. Written notice of cancellation must be received in advance of your event date. In addition, the schedule of charges will be assessed as follows:

Time of contract to 180 days prior to event date: 25% of estimated total

179 - 120 days prior to event date: 35% of estimated total

119 - 91 days prior to event date: 50% of estimated total

90 - 61 days prior to event date: 65% of estimated total

60 - 31 days prior to event date: 80% of estimated total

30 - 0 days prior to event date: 100% of estimated total

Tasting: If you would like to cancel or reschedule your tasting, to avoid additional fees, this must be done at least 48 hours in advance. If canceled within the 48-hour window, there will be labor and food costs charged to your BEO.

### MENU SELECTIONS AND GUARANTEES

Governors Towne Club requires a \$45++ per person minimum on menu selections and a beverage minimum of \$5.00++ per person. The event menu must be finalized 30 days prior to the event and the final number of guests given 14 days prior. This number becomes the minimum guarantee and cannot be lowered. This is the amount in which your final bill will reflect, unless the number in attendance is higher. If the number increases, we will make every attempt to serve all your guests, however we can only guarantee for the number of guests given prior to the event.

### DONATED PRODUCT

Donated product, aside from celebratory cakes, will only be allowed with written permission from the Club Manager.

### OUTSIDE VENDORS

Event hosts are welcome to use outside vendors for music, photography, flowers, celebratory cakes, etc. Ask the event coordinator for a list of trusted vendors if you would like some suggestions. Outside vendors will have 1 hour past the contracted event times for breakdown and removal of their products. If you would like to provide food for your vendors, you can choose from the following choices:

Deli Sandwich - Roasted Turkey with Swiss cheese, lettuce, tomato, onion and condiments served with house fries - \$16.00

Grilled Chicken Sandwich- Grilled Chicken on a brioche bun with lettuce tomato and onion served with house fries - \$18.00

Cheese Burger- Cheddar Cheese Burger on a brioche bun with lettuce, tomato and onion served with house fries - \$18.00

### LIABILITY

Governors Towne Club is not responsible for damage or loss of any merchandise, articles or valuables of the host or of the host's guests or contractors, prior to, during, or subsequent to any function. Host is responsible for any damages done to facilities during the period of time the facilities are subject to the host's use or the use of any independent contractor hired by the host or the host's agent. A damage deposit may be required and a cleaning fee may be assessed if extensive cleaning is required in the Club or in any part of the building or its grounds.

Initial \_\_\_\_\_  
All pricing and packages are subject to change.



## *Wedding Reception and Ceremony*

Governors Towne Club Ballroom

Full Day rental: \$10,000.00 (8:00am – 12:00am)

Facility Fee includes:

- Club's tables, Ballroom chairs, elegant china, stemware, silverware
- White linens and napkins for Banquet tables (this does not include highboys, cake table, etc.)
- 4 hour rental for reception
- Vendors access to the Club 4 hours prior to event start time.
  - \$500.00 per hour for additional time. Events must end by 12:00a.m.
- Complimentary parking (200 parking spots)
- One complimentary food tasting
- Bride and Groom access to spa and golf (some restrictions and additional fees may apply)
- Set up of event
- Breakdown and clean-up of event.
- Three scheduled meetings
  - Menu selection
  - Floor plan design
  - Final Walkthrough
- Additional meetings must be approved with director of events and are subject to added fees.

Ceremony site:

\$1,800.00 includes:

- Club chairs (outdoor ceremony - white folding chairs) (Indoor ceremony - ballroom chair)
- A 45 minute rehearsal the day before, scheduled around Club events
- Bride & Groom Access to the Club 2 hours prior to ceremony start time
- 30 minutes for the ceremony

Please Note: A professional wedding/event planner is required for all banquets/weddings held at Governors Towne Club.

All planners MUST be approved by Governors Towne Club Event Coordinator.

Initial \_\_\_\_\_  
All pricing and packages are subject to change.



**ENHANCEMENTS:**

*Add a little extra to your special event...*

**UPGRADED LINENS:**

All packages include classic white linens. Linen upgrades available on request.

**CHAIR COVERS & SASHES:**

Transform the room with chair covers and coordinating chair sashes. A wide variety of fabric and colored sashes are available for your selection, see your Private Events Director for choices. Delivery and setup are included in price. Pricing Varies

**CHIAVARI CHAIRS:**

Set your event apart with sleek and modern silver chiavari chairs. Delivery and setup included.

**TABLE RUNNERS:**

Add a touch of color and style into your table scape with table runners, available in different colors, patterns, and fabrics. Delivery and setup included. Pricing Varies.

**TABLE OVERLAYS:**

Personalize your tables with color, texture, and pattern. Various fabrics and colors are available. Delivery and setup included. Pricing Varies

**Chef Attended Stations:**

Add a uniformed Chef to any of your stations

**Plate Chargers:** Enhance your tables décor with decorative champagne colored plate chargers. Prices provided by Director of events.

For more information on adding décor to your event, please speak with your event coordinator or Director of events.

Initial \_\_\_\_\_

All pricing and packages are subject to change.