**TERMS AND CONDITIONS**

**Program Planning:** Menu selections must be on file with the Food and Beverage office thirty (30) days prior to your event. All food and beverage must be purchased from/through Litchfield Country Club (except wedding/birthday cake). No to-go boxes. No outside food or beverages are allowed, including the bridal suites. Buffets will stay open for a maximum of 2 hours. All functions must be concluded by midnight (including packing up decorations).

**Payment:** The remaining balance is due ten (10) business days prior to your event. A credit card must be on file for any additional expenses incurred during your event. There will be a $25 fee for returned checks.

**Damage and Loss:** Litchfield Country Club will not assume any responsibility for damages or loss of any merchandise or articles left on property during or following your function. Client will be responsible for any damages to the facility by any persons under your control or vendors hired by you or your organization. No nailing, taping, or fastening signs, etc. to the walls is permitted. (There are a lot of existing places to hang decorations though.) No guests allowed in the kitchens or storage areas. No sand art, or other crafts that may cause damage to carpet or chair cushions.

**Guarantee:** A guaranteed attendance figure is required ten (10) business days prior to the event. After the guarantee has been given, a reasonable increase in your headcount can usually be accommodated up to 24 hours in advance, but no deductions to headcount may be made after the guarantee has been given. You will want to feed your vendors (photographer, DJ, musicians, etc. ) and must include them in your food count.

**Beverages:** Litchfield Country Club is licensed by the state of South Carolina to sell liquor, beer and wine on premise. This license prohibits consumption of outside alcoholic beverages on property. The alcoholic beverage license requires that only Litchfield Country Club Servers and Bartenders dispense the alcoholic beverages. The alcohol license also requires that we must and will ask for proper photo ID from anyone of questionable age. We must and will refuse alcoholic beverage service to anyone who is either underage, cannot produce proper identification, or appears to be intoxicated. Reception Bars can be open for four (4) hours and not more than five (5) hours. Legal liability is shared between property as the license holder and you as the host.

**Cancellation Policy:** In the event of cancellation, your deposit is non-refundable. Events that must be cancelled due to an “Act of God” will not be penalized as long as they are rescheduled.

Cancellation up to 10 days prior to an event owes 100% of the remainder of the contracted order.

Cancellation from 11 to 30 days prior owes 75% of contracted order.

Cancellation from 31-60 days prior owes 25% of contracted order.

Cancellation from 61-90 days prior owes 10% of contracted order.

Anticipated food and beverage revenues are based on menus submitted and estimated head counts provided at the time of the contract signing, or your current banquet event order.

Food and beverage pricing is subject to change up to 90 days prior to any event due to costs. Please sign and date this page and any additional pages as our agreement to the aforementioned.

**Decorations:** Feel free to bring in flowers, centerpieces, candles, backdrops, balloons, etc. All decorations you wish to keep must be removed after your event. The LCC staff will likely be setting up for the next day’s events right after yours. Submit linen color choices at least 2 weeks in advance for LCC to order.

If you are planning an exit from your reception, you are welcome to use long sparklers, fiber optic wands, or real flower petals. No confetti or artificial petals.

**Thank you for choosing Litchfield Country Club for your event!**