

Henderson Country Club
 1030 Country Club Drive
 Henderson, KY 42420



Phone (270) 826-2176
 Fax (270) 827-3760
www.hendersoncountryclub.org

Banquet facility rental agreement

Dining room rental fees

The following fees apply to all functions hosted at the Henderson Country Club. All events must have a Sponsor. Member fees apply only to Members of HCC who book an event. All Non-Members with a Sponsor are charged Non-Members rates.

| | <u>Member</u> | <u>Non-Member</u> | | |
|--|---------------------|----------------------|------------------------|----------------------|
| <u>Breakfast</u> (2 hrs, concluded by 10:00) | \$75 | \$200 | | |
| <u>Brunch</u> (Not before 10:00am, conclude by 3:00pm) | \$100 | \$300 | | |
| <u>Lunch</u> (2hr max, conclude by 2:00pm) | \$75 | \$200 | | |
| <u>Dinner</u> (Not before 5:00pm, conclude by 8:00pm) | \$100 | \$300 | | |
| <u>Dinner/evening event</u> (Not before 5:00pm, Conclude by midnight) | \$200 | \$400 | | |
| <u>Hourly rental</u> (Schedule permitting) | \$50 | \$100 | | |
| <u>Set-up/clean-up fee (guest)</u> | <u>0-25</u> \$50 | <u>25-50</u> \$75 | <u>50-100</u> \$100 | <u>100+</u> \$125 |

Henderson Country Club provides white tables cloths and black napkins included in the room fee.

Bartenders Fee: \$75.00 first hour and \$25.00 each additional hour.

Cake Cutting Fees \$125.00

The staff of Henderson Country Club will cut and plate the wedding cake for your guest.

Rental Items

Chairs/Tables/Colored Linens

We will get pricing from and outside rental business for you and apply it to your bill. Or you may rent item(s) yourself to bring in. The staff is not responsible for set-up of rental items.

General Information and Conditions

The Henderson Country Club will help in every way possible to make your event a success. If you desire special service or have an unusual request, do not hesitate to contact the Dining Manager. All food or beverage of any kind brought into our facility by patrons or the patron's guest must be approved by the Dining Manager; exceptions will be made for wedding or birthday cakes and mints and nuts.

Terms of Deposit – The Henderson Country Club will not guarantee dates unless a deposit (amount to be determined by Dining Manager) is received within (5) days of the booking. The deposit is non-refundable if event is cancelled (60) days prior. The deposit will be held (one) week after your event and returned if no damages have occurred to Henderson Country Club.

Billing – Direct billing is available for business accounts. All non-member events must pay 50% of the estimated food and beverage bill 30 days prior to the event. The remaining balance must be paid by the date of the actual event.

Decorations – The Henderson Country Club does not provide decorations for events. We do, however recommend and encourage our guests to decorate. All the decorating is to be done the morning of the event, unless otherwise instructed. The Dining Manager will inform you of the time that the Clubhouse opens, depending on the season. No stapling or nailing is allowed. Sticky tack or tripod stands are two forms of acceptable adhesive. All decorations must be taken at the end of the function. Henderson Country Club is not responsible for decorations brought on to the premises.

Entertainment – The Henderson Country Club will be glad to assist you in finding entertainment. We have obtained a large resource of information. You may bring in a D.J. or Band that you have contracted. They must contact us one week prior to the event to discuss set-up and electrical needs. Also, please tell them that The Henderson Country Club staff is not available to assist in carrying their equipment.

Extra Food – We have extended food temperatures and holding conditions to a point that we will not release leftover food to you or your guests. This policy is required by the Health Department of Henderson County.

Florist – The Henderson Country Club will assist you in recommendations for elegant florists.

Guarantees – The catering office must be notified of the exact number of guests attending an event 12 days prior to the event. The patron will be billed for this number unless this number is exceeded.

Pricing – The customary 20% gratuity and 6% sales tax will be added to all food and beverage accounts. Due to constantly fluctuating conditions, all prices are subject to change with notification when possible.

Room Rental – All Members and non-members of Henderson County Club are charged a room rental fee. Set up fee will be applied to members and non-members along with gratuity and tax, when food is allowed to be catered, to cover HCC staff who worked the event.

Security – The Henderson Country Club will not assume responsibility for lost, stolen, broken items, or items which have been left after an event by the client or their guest. The patron agrees to assume all liability for any damage done by the patron or the patron's guest to Henderson Country Club facilities. Although there is no damage deposit required, other than initial deposit to hold the date, we will contact you if damages occurred and discuss settlement. If no damages have occurred your deposit will be returned.

Specialty Menus – All menu items presented are a representation of the most commonly requested items. It would be our pleasure to personalize a special menu for your group.

Tax Exempt Status – If your group is tax exempt we require a copy of your tax-exempt certificate one week prior to the event.

Contact Wilma Keller regarding event information at
(270) 826-2176 Email: wkeller@hendersoncountryclub.org