

Clay Center Country Club

Rules and Responsibilities for the Use of the St. Andrews Room, Dining Room and Lounge Area

St. Andrews Room or Upstairs Rental fee is for each day the area is occupied and not usable for other functions. A cleaning deposit is required. It is expected that the rooms be clean and presentable as it was prior to your event. These fees must be paid at least one month prior to the event. The cleaning deposit will be returned after the event, if the room is rearranged as it was prior to the event, cleaned, vacuumed, and if no damages to the facility are present. Damages to the facility will be billed to the sponsoring party. If a tent is installed for an event and if the sprinkler system is damaged in the installation, the cost of repairing the sprinkler system will be added to the event billing. **Please read and initial each section.**

1. **ABSOLUTELY NO OUTSIDE ALCOHOL WILL BE PERMITTED ON THE PREMISES (THIS INCLUDES THE GROUNDS AND ALL BUILDINGS).** All alcoholic beverages must be purchased from the Club. Wines, champagnes, and beer kegs must be purchased through the club prior to the event. If any person is found bringing outside alcohol onto the premises, the alcohol will be confiscated, and that person will be removed from the premises. **This is a direct violation of ABC Liquor laws. BY LAW, NO ALCOHOL WILL BE SERVED TO MINORS. OUR STAFF IS REQUIRED BY LAW TO CARD PERSONS AT ANY TIME. IF A MINOR IS SERVED ALCOHOL (ADULT PURCHASES ALCOHOL FOR A MINOR), THE ADULT AND THE MINOR WILL BE REMOVED FROM THE PREMISES AND SHALL NOT BE PERMITTED TO ENTER OUR CLUB IN THE FUTURE.** Initial _____

2. The sponsoring party needs to sign the guest book and notate their event.

3. Decorations:

- No scotch, masking, duct tape, nails, thumb tacks or staples on walls. Please use Command strips or tape that is easy to remove with caution to avoid damaging the walls.
- Please remove your decorations completely and with care.
- All tables may be rearranged for the event, but must be placed back in the order they were prior to the event.
- Candles must be completely enclosed in a glass or non-flammable holder.

4. Technology use:

Use of the televisions, sound system and fireplace must be done by Country Club staff. Under no circumstances should the sponsor or other member of his party attempt to use the television, sound system or fireplace.

5. Liability/Insurance:

- The sponsor assumes full responsibility for its group's conduct and for any loss, breakage, or damage to the rooms, equipment or other property.
- The Clay Center Country Club is not liable for any loss, damage, injury, or illness by the users of the facility.
- We are not responsible for lost or stolen items.
- All injuries are the responsibility of the sponsoring party. Initial _____

6. Conduct

- Smoking is prohibited in all interior areas of the building.
- Persons attending events must confine themselves to the area of the clubhouse being used for their event.
- All persons attending an event must leave by half an hour after the conclusion of their event.
- The sponsor should provide designated drivers as needed.

7. Clean up responsibilities

- Clean up is the sponsor's responsibility.
- After the event, the carpets in the St. Andrews Room, Dining Room, Lounge and Hallway must be cleaned as prior to the event. Tables must be wiped clean. A vacuum cleaner, brooms, mops, bar towels, and cleaning supplies will be provided.
- The bathrooms in the area of the event must be cleaned after the event.
- All garbage must be removed. Garbage bags will be provided. Trash must be placed in our dumpsters.

I have read and understand the above rules. I also understand that any non-compliance with the rules or damage to the facility could cause forfeiture of the cleaning deposit and/or billing for damages. Initial _____

Event Planning for Clay Center Country Club

Today's date _____

Event/Tournament date: _____ Event time: _____
 Tournament entry fee: Closed Tournament, 15% _____ Open, 25% _____ Benefit, 20% _____ \$ _____

Event _____ Sponsoring Party _____

Number of People attending: _____

0-50 \$100
 51-100 \$200
 101-150 \$300
 151- 200 \$500 (Maximum for members) add upstairs \$250 = \$750.00
 Over 200 **\$700 (Clubhouse closed) add Upstairs \$350 = \$1050.00** \$ _____

Location of Event: Upstairs Lounge Dining Room St. Andrews Room

Extra Room Rental (see above chart) (for set up and tear down) \$ _____ x _____ days \$ _____

Dining room rental needs Board approval.

Will the club provide the food? YES NO PLATED or BUFFET Comments _____

In house Meal options: 1 Meat buffet 2 Meat buffet Level 1 2 3 4 meats

Meal price per person: \$ _____ x _____ people + 7.5% sales tax _____ \$ _____

Open Bar YES NO BAR TAB _____ \$ _____

Club staff required @ \$10 an hour per staff member

Waitstaff _____ Bartender _____ Cooks _____ = _____ X \$10.00 X _____ # of hours \$ _____

A final count needs to be turned in 1 week prior to the event to allow time to order food required

Catered event per plate charge; \$2.00 member \$3.00 non-member _____ X _____ \$ _____

Caterer name _____

Will caterer provide staff to serve? Yes No

Waitstaff _____ Bartender _____ Cooks _____ Dish washer _____ = _____ X \$10.00 X _____ # of Hours \$ _____

Will you be setting up a tent? YES NO

Cleaning deposit \$100.00 Dishwasher fee \$50.00 Trash service fee \$50.00 \$ _____

Linen Fee \$10.00 per table _____ # of table \$ _____

Gratuity 15% of food and bar _____ \$ _____

\$ 250.00 refundable Deposit, date paid _____ \$ _____

TOTAL AMOUNT \$ _____

Contact Person: (print) _____ Phone: _____

Contact Person signature: _____

Manager Signature _____ Board Member initials _____

This document will be sent to the accounting office and you will receive a bill from them.

Credit cards not accepted.

Thank you for letting us host your event. We look forward to hosting your next event.

If the event circumstances change, Please contact the manager 1 week prior to the event.

The manager will work out the details with the clubhouse committee.

Country Club Buffet Menu

Each Tray Serves Approx. 25 people

Appetizers-

- \$70 Crudit  Tray- Carrots, Celery, Broccoli, Cauliflower, Cucumbers, Mushrooms, Grape tomatoes, with Herb Ranch Dipping Sauce
- \$40 Chips & Salsa or/ add Queso \$75 total, (Chips, salsa & queso)
- \$70 Fruit Tray- Honeydew, Cantaloupe, Grapes, Pineapple, & seasonal berries
- \$75 Spinach & Artichoke Dip with fresh tortilla chips
- \$70 Cheese Tray- 6-8 varieties of cheese cubes & blocks with crackers
- \$75 Deli cold-cuts & cheeses
- \$70 Hot & Crispy Sampler- Mushrooms, Onion Rings, & Mozzarella Sticks
- \$70 Chicken Strips- Plain or Buffalo
- \$135 Drummies- Plain or Buffalo
- \$160 Cocktail Shrimp

***** Applicable sales tax & tip will be added to the above figures.**

Clay Center Country Club Buffet Menu

Buffet Options-

One meat or two meats and Starch, Veggie, & Roll

One Meat

Level 1- \$11.95

Level 2- \$14.95

Level 3- \$16.95

Level 4- \$22.95

Two Meats

Level 1- \$14.95

Level 2- \$19.95

Level 3- \$21.95

Level 4- \$27.95

Level 1 Meats

Baked Chicken

Turkey breast

Roasted Pork Loin

Meatloaf

Level 2 Meats

Stuffed Chicken Breast

Pork Chops

Stuffed Pork Loin

Fried Chicken

Level 3 Meats

Italian Buffet

Mexican Buffet

Brisket (Beef)

Roast Beef

Level 4 Meats

Prime Rib

Salmon

*** Add on Salad or Dessert for \$2.00 per plate

*** Applicable sales tax & tip will be added to the above figures.

Picnic lunch buffet

Burgers or Dogs \$12.95 / person

Cold cut sandwiches \$10.95 / person

BBQ Beef, Pulled Pork or Brats \$13.95 / person

BBQ or Baked Chicken \$13.95 / person

Pick 2 Sides – Potato Salad, Baked Beans, Coleslaw, Pasta Salad or Chips

Tea, Coffee & Lemonade included

*** Applicable sales tax & tip will be added to the above figures.