

Wilson Country Club

Established 1915



Banquet Information

2021



1915

Thank you for choosing Wilson Country Club to host your special event. Our goal is to provide an unparalleled atmosphere, food, and service for our members and guests. The following pages of this packet will provide you with the information required to make your event a success. Feel free to contact us, and take advantage of our vast knowledge of social etiquette, industry standards, and many of the preferred local vendors. We look forward to serving you!

Room Rentals

| <u>Room</u> | <u>Fee</u> | <u>Maximum Seating</u> |
|--------------------|-------------------|-------------------------------|
| Clubroom | \$1000.00 | 60 Guest |
| Ballroom | \$1000.00 | 180 Guest |
| Ballroom East | \$500.00 | 60 Guest |
| Ballroom West | \$500.00 | 60 Guest |
| Azalea Room | \$500.00 | 60 Guest |
| Pool Rec Room | \$200.00 | 30 Guest |
| Grover's Grill | \$500.00 | 50 Guest |
| Outside Ceremony | \$500.00 | 200 Guest |

Room Rental Fee's & Deposits *(A credit card on file is required at the time the room is booked for all non-member and sponsored events. Card must be physically present or an electronically scanned front and back copy of card along with I.D. is acceptable).*

For a **non-member** event, 50% of the non-refundable full cost of the room (s) is required to secure the event date. The balance of the rental cost is due 14 days prior to the event date.

If an event is **sponsored** with a WCC member the cost of the room is 50% off the regular price of the room. Half of the discounted, non-refundable cost is required to secure the event date. The balance of the room cost is due 14 days prior to the event.

If it is a **member** event, no room rental fee will be charged to their account. This is part of you membership and we are proud to serve all members in good standing.

Guarantees

An estimated guest count is required at the time the room is booked. This number should be within 10% of your final guaranteed count. A guaranteed guest count is required 72 hours prior for **ALL** events. Host will be charged the guaranteed number of guests or the actual number in attendance, whichever is greater.

Cancellations

Any event may be **rescheduled** within 60 days of the original scheduled event date, as long as the date is available. Host may cancel an event up to 30 days **prior** to the event date. If the event is not cancelled within the allotted time, the credit card on file from a non-member and sponsored event will be charged all incurred expenses from the most recent BEO given to the Host. If a member does not cancel within the allotted time all incurred expenses from the most recent BEO given to the member will be charged to their account. Room Rental payments for non-member and sponsored events are non-refundable. If a member does not cancel an event in the allotted time, the room rental will not be reversed. Any money paid prior to the event for a Member, Sponsored, and Non-Member event are non-refundable.

Banquet Event Order

After you have contacted us concerning the nature of your event, our catering department will generate a Banquet Event Order (BEO). The BEO is a **contract** and will be completed in detail, outlining each function, menu, and setup required by your group, and our service intentions. Please be sure to read the BEO carefully. It will contain all of the important information concerning your event.

Food and Beverage Policies

Menu prices are subject to change at any time. Menu pricing at the time a Contract is signed will be honored. All menus for any event will be sold ++ or with additional NC state tax and service charge of 21% non-member or 18% member fees added to all services. ***Soft beverages of any kind are not included with food pricing and will need to be discussed as part of your event planning.*** Menu must be finalized 14 days prior to the event date. No outside food and beverage will be permitted into the facility without prior consent of Wilson Country Club management. Food & Beverage on the dance floor is prohibited. The staff and management of the club reserve the right under NC General Statutes to refuse service of alcohol to any guest. ***Belligerence, disorderly conduct, abusive language, and fighting, will result in, but not limited to removal from the premises and fines for any property damage.***

Due to Health regulations, perishable leftovers may not be removed from the property. No take out boxes allowed with the exception of the wedding cake. Wilson Country Club will not be held responsible for food removed from the premises. Left over food does not belong to the host or guests.

Specialty Menu

Our culinary staff is pleased to consider any special dietary concerns given adequate prior notice.

Food Tastings

Food tastings are available at a rate of \$20++ per person. Tastings must be set up at least 2 months prior to the event and on a day that the Chef and the Special Events Coordinator are able to attend. You must taste at least 3 items and a max of 8 items.

Liability

Wilson Country Club reserves the right to control all functions. Wilson Country Club, its officers, employees and other affiliates will not assume responsibility for personal property, rented property, and equipment brought onto the premises. The **Host** is responsible for any damage temporary or permanent to Wilson Country Club and for the behavior of all their guests.

Additional Fees

Staffing Fee

There is a \$300.00 staffing fee for days and times that are outside of Food & Beverage operational hours. These days and times include, all day on Mondays, Tuesdays 5:00 and after, Sundays 2:00 and after, and any breakfast event before 10:00a.m. Wedding Ceremonies are allotted 2 hours, and Wedding Receptions are allotted 4 hours. Any single event is allotted 4 hours. If a non-member or sponsored event exceeds 4 hours, a fee of \$200 will begin a minute after the 4th hour until the next hour, continuously until the event is concluded. The same rules will apply to a member event at the rate of \$100.00. All pool parties are subject to a \$100 staffing/Lifeguard fee. Any event requesting a satellite bar in addition to the Main Bar will have a \$100 bartender fee for the additional bar and bartender per satellite bar.

Cake Cutting Fee

There may be a \$100 Cake-cutting fee, Your Special Event Coordinator may waive this fee as our gift to you!

Entertainment Fee

There will be a \$50.00 licensing fee per Band, DJ or outside entertainment that is hired for an event.

Audio Visual Fee

Wilson Country Club offers Audio Visual equipment at a \$50 fee.

Tax Exempt

Tax exempt groups must provide a copy of their exempt status to Wilson Country Club 14 days prior to the function for the exemption to be honored.

Setup Requests & Decorations

Allotted decorating time outside the hours of the event is at the discretion of Management at Wilson Country Club. Decorations may not be attached to permanent fixtures such as but not limited to walls, doors, ceilings, and light fixtures. All decorations must be approved 7 days prior to the event. Wilson Country Club offers a wide variety of vases and décor that can be used at a fee. Chair Covers and limited sashes are available. Any decorations that are left after the event and are not picked up within a week after the event, unless otherwise discussed with the event coordinator, will become Wilson Country Club's property.

Black or White Chair Cover: \$2.00++ per chair

Black or White 132" Floor Length Table Cloth: \$20.00++ per table

Chair Cover and Chair Sash: \$5.00++ per chair

Code of Conduct

Wilson Country Club reserves the right to remove anyone from the property for behavior that is detrimental to the Club, its staff, other guests or the reputation of any of the above.

Social Media Policy

Any Member that engages in brandishing internal and external operations, opinions, experiences or interactions of Wilson Country Club in a derogatory manner on social media, will be subject to disciplinary action from the board members of Wilson Country Club.

Any Non-Member or Sponsored Host in violation of the Code of Conduct and Social Media Policy will be subject to disciplinary action from local authorities, property damage fines, and/or permanent dismissal from the use of the Club.

Smoking Policy

The club is a smoke free facility. Smoking is only permitted in designated smoking areas outside.

Children

An adult must accompany all children at all times.

Parking

Complimentary self-parking is available. We are not responsible for loss or damage to vehicles or their contents while parked on property. Valet parking can be arranged at a fee of \$250.00 per event.

Rules & Regulations for Bands & Entertainment

All Bands, D.J.'s and outside entertainment will be set up completely prior to the beginning of the scheduled event and are subject to the final approval of the General Manager. ***All music and entertainment must be over by 12 midnight.***

Food and beverage required by the entertainment must be authorized prior to start of event and will be charged to the host. Food and beverage may only be consumed during break periods in a designated area.

Power requirements are restricted to 110 volt; 220 is not available. Management of Wilson Country Club reserves the right to regulate the volume of any group playing on the premises. Any additional equipment needs, power needs, or special arrangements must be made known two weeks prior to the scheduled event. Proper attire is required in the clubhouse. Denim jeans, fatigues, cut offs, are not permitted. Shirts must have sleeves and collars. Prior approval must be obtained for band guests.

**I acknowledge that I have read and agree to the above Terms & Conditions of
Wilson Country Club.**

Host Signature

Date [Month, Day, Year]

Special Events Coordinator

Date [Month, Day, Year]

