

Catering Guidelines

Thank you for considering Jefferson Country Club for your event. We pride ourselves in providing the finest in professional service. Our catering staff is available to personally coordinate the many details leading to a spectacular event.

All reservations and agreements are subject to the Code of Regulations of Jefferson Country Club. No oral or previous written instructions shall be part of the agreement unless so stated in the agreement/contract. Access is limited to the specified banquet area engaged by the host. All other areas of the clubhouse are for member use only.

~ DRESS CODE ~

All guests are required to adhere to the Country Club Dress Code. It is the responsibility of the host/member to inform all guests and vendors of the Dress Code.

Jeans and Denims are not permitted in the Clubhouse

Men: Shirts with collars & Sleeves, slacks or Bermuda length shorts

Women: Dresses, Skirts, slacks or Bermuda length shorts, shirts with collars & sleeves

~ BILLING AND PRICING ~

For all Wedding Receptions & Saturday Social Events, Jefferson Country Club requires a \$2,000.00 deposit upon returning the signed Event Agreement and Banquet Payment Form. For all other events, a deposit will be listed with the Event Agreement. Without this deposit and agreement, there is no guarantee that a space will be held for your event. No function is considered confirmed until the required non-refundable deposit has been paid a signed event agreement and payment form has been returned.

Payment of the final balance is due net 15 days from the billing date. The charges for a function will be billed on the sponsoring member's account with a copy of the billing statement being mailed to the individual planning the event. Upon receipt of payment for charges, the member's account will be credited. A finance charge will be assessed on any past due amount. If a payment is not made within 30 days, the sponsoring member will be charged. All deposits are deducted from the final bill.

Price quotations, verbal or written, are subject to change due to fluctuations in food costs or increased costs of operation. **Confirmed guaranteed prices will be quoted 90 days in advance of the function.** All food and beverages served are subject to a service charge (22%) and Ohio Sales Tax. Please note that the State of Ohio requires taxation of service charges.

Please note if you choose to pay the deposit or any payments by Visa, MasterCard or Discover, a 2.5% processing charge will be added on the total amount due.

~ BANQUET/MEETING ROOMS ~

Function rooms are assigned according to the anticipated guaranteed number of guests. If there are increases or decreases in the number of guests, the Club reserves the right to accordingly reassign the Banquet Function Room. Rooms are reserved on a first come, first serve basis. Room rental fees are structured as follows when a full lunch or dinner menu is selected: The Grand Ballroom - \$1,000.00, The Monticello - \$800.00, The Palladio - \$800.00, The Fireside Grille- \$200.00. A signed contract is required with every banquet and meeting room rental. If no food and beverages are selected, then rates are as follows: The Grand Ballroom - \$2,000.00, The Monticello - \$1,000.00, The Palladio - \$1,000.00, The Fireside Grille- \$400.00. Members of the Country Club are not charged a room charge. If a member sponsors your event, the room fee is reduced by 50%.

Round tables of eight are the usual preference. Please advise if a head table or other special table requirements are needed. Traditional round table sizes are 60", which can accommodate six to ten guests per table. Limited supply of 72" round and six or eight-foot tables are available. If additional tables are required, the rental fee will be paid by the person(s)/event requiring the additional tables.

The Club does not permit the affixing of signs, posters, banners, or decorations to the walls, floors, ceilings or rooms unless prior approval has been arranged. Failure to do so will result in the passing of the costs of repair and/or replacement to the signer of the contract.

~ **MINIMUM REVENUE REQUIREMENTS** ~

Saturday Social and Wedding Ballroom space is reserved for any five (5) hour time period between the hours of 10:00 a.m. to 12:00 midnight. If additional hours are required past the five hour time period, a \$100.00 room charge per hour will be assessed. Events for Saturday do have a requirement of \$6,500.00 minimum in food and beverage. **The food and beverage minimum does not include service charge (22%) and State sales tax.**

~ **MENUS** ~

The menus within this Catering Portfolio represent our Executive Chef's suggestions and are presented for your consideration. Should you desire a custom tailored menu, please consult with the Club Staff.

Final menu selections must be made four weeks prior to the function in order to ensure the availability of selected items. Groups of more than twelve (12) must select a set menu unless special arrangements have been made with the Catering Staff and Executive Chef. Please ask your guests if they have any special dietary needs or limitations before your function. Last minute dietary needs will be charged in addition to your original guarantee. All prices listed are subject to a 22% service charge and State Sales tax. No food and/or beverage may be brought into the club. Leftover food or beverages may not be taken from the premises due to State Health Regulation. Therefore, food items not consumed will not be packaged to go.

Jefferson Country Club is licensed by the State of Ohio to sell and serve alcoholic beverages. As a licensee, we are responsible for the administration of all beverage regulations. Therefore, it is a policy that Jefferson Country Club must supply all alcoholic beverages. No alcoholic beverages will be served to persons under the age of 21. The Club reserves the right to discontinue service of alcoholic beverages to any group or individual guest should the Club personnel determine that to continue service would not be in the best interest of the guest or the Club.

Once the Event Agreement has been completed and deposit has been received, menu decisions can begin. To assist in the wedding menu decision process, a tasting may be requested for two entrée dishes. Additional servings are charged \$20.00++ each additional item above the two. Menu tastings are available Tuesday through Saturday. Tastings are portioned for two guests; although you may have up to four guests attend the tasting. Additional servings, other than the ones listed above are \$20.00 each. As a reminder, denims and jeans are not permitted in the Clubhouse. If any questions, please refer to the Clubhouse Dress Code.

~ **GUARANTEES & CANCELLATIONS** ~

We ask that we receive the final guaranteed attendance **five business days** prior to the function. This number will be considered a guarantee not subject to reduction, and charges will be made accordingly. We will charge for the guarantee or the number served, whichever is greater. If no guarantee is given, the original attendance number at initial booking of the event will be used. If attendance exceeds the guarantee, Jefferson Country Club will do our best to accommodate the extra number of guests with the planned meal or something equivalent.

The Club prepares food and beverages based upon your final guaranteed number. The Club reserves the right to substitute other available food and services if necessary in the event the number of guests exceeds the guaranteed number provided by the host.

Cancellation of the event will result in the following charges being billed to the signing of the contract. For groups of more than 25 guests, charges are as follows: 120 days from event 20% of committed revenues; 90 days prior to the event 40% of committed revenues; one month prior to the event 60% of committed revenues; 72 hours or less 100% of committed revenues. The percentage is based on the total estimated cost of the event. All costs include food and beverage. For groups of 25 or less, charges are as follows: 30 days or less, 30% of committed revenues. No call or now show is subject to 100% of committed revenues.

The Jefferson Country Club will use the club space as it sees fit to best accommodate all guests and reserves the right to move any function to any area of the club to do so. Regarding outside functions, the club reserves exclusive rights to move the event inside due to inclement weather without prior permission. Golf and Tennis Outings will be played rain or shine and will follow the same cancellation policy. In the event that the outing is completely rained out, the club will continue with the scheduled food and beverage related events. The next available Monday will be offered for the golf portion of the event.

Jefferson Country Club's obligation under this agreement is contingent upon our ability to perform, and accordingly are subject to labor disputes or strikes, restrictions upon travel, acts of God, or any circumstances beyond the control of the club from performing its obligations. The Club will in good faith provide all items and services agreed upon, but reserve the right to make substitution with similar item or service or any item or service not readily available on the open market with the prior consent of the booking representative, and at a reasonable price. The Club's primary objective is to insure that the organization is satisfied and the club will be considered for future functions based upon its performance of this agreement.

~ BUSINESS HOURS ~

The Club is open for private event service the following hours:

- Monday 7:00 a.m. to 5:00 p.m. Will consider accommodating private banquet events of 30 or more people at the discretion of the Catering Department after 5:00 p.m.
- Tuesday through Thursday 7:00 a.m. to 9:00 p.m.
- Friday and Saturday 7:00 a.m. to 12 midnight
- Sunday 8:00 a.m. to 6:00 p.m.

All bands or other entertainers must finish their last set by 12:00 a.m. All banquet rooms must be vacated by 12:30 a.m. Last call will be given on all cocktail service no later than 11:45 p.m. The Club reserves the right to control all functions held on Club premises and to discontinue service of alcoholic beverages at any time if, in the judgment of the Club Management, it would be in the best interest of the Club and the guests to do so.

~ SMOKING POLICY ~

Jefferson Country Club is a smoke-free facility. Smoking is permitted outside of the buildings front entrance and Catering Patio only.

~ LIABILITY & DELIVERIES ~

Jefferson Country Club will not assume responsibility for damage or loss of any merchandise or articles brought into the rooms or for any item left unattended prior to, during, or following your meeting or event. Items must be removed from the Club immediately following the function. Arrangements for security can be made with proper advance notice for an additional fee.

All deliveries of any and all items for an event must be arranged through the Catering Office. Deliveries will not be accepted during the hours of 11 a.m. to 2 p.m. and 5 p.m. to 8 p.m. To deliver during restricted hours, arrangements must be made prior to the delivery.

~ ROOM DIMENSIONS ~

<u>Dimension</u>	<u>Min/Max Guest (Seated)</u>	<u>Ceiling Height</u>
Monticello 60x28	5/110	10 feet
Palladio 60x28	5/110	10 feet
Fireside Room 20x40	5/55	10 feet
Grand Ballroom 4500 sq ft.	100/325	10 feet
Catering Foyer 10x20		
Reception Area		10 feet

~ VALUE ADDED SERVICES ~

Chef's Attendant Fee (For Carving Stations or Demonstration)	\$100.00
Cake Cutting/Flavor Placement Fee	No Charge
Bartender Fee (For groups under 50 people)	\$50.00
Additional Room Charge When event exceeds the five hour time period for morning and afternoon events	\$100.00 per hour
Audio-Visual Equipment	
Microphone (wireless handheld or lapel)	No Charge
Podium	No Charge
Easels (up to three)	No Charge
Flipchart with Pad and Markers	\$25.00 each
Additional Post-It Flipchart Pad	\$15.00 each
Overhead Projector	\$35.00
Screen	\$25.00
Portable Sound System	\$450.00
35mm Projector with Wireless Remote	\$100.00
LCD Video/Data Projector	\$500.00
Additional Audio-Visual available upon request	

Wedding Ceremony	\$900.00 (Inside or Outside)
Included in Ceremony Fee: Coordination of rehearsal & ceremony. Presence on day of ceremony to ensure proper flow during ceremony	
Chair Rental above 150 guests	\$5.00 per chair
Does not include taxes or delivery fees	
Maintenance Fee	\$200.00
In the event that Jefferson has to perform housekeeping maintenance to the locker room and bridal suite in order to be presentable to Jefferson Members, the above fee will be assessed on your final invoice.	

Please be advised that Jefferson permits only ECO FRIENDLY FLORAL PETALS AND CONFETTI website: www.ecoparti.com

On-site Wedding Coordinator Available
Please contact Club for details

Dance Floor Size of Floor Varies from 8x8 to 24x28	\$150.00
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Business Services	
Copies	\$.20/page
Local Fax	\$2.00/ first page
	\$.50/ additional pages
Long Distance Fax	\$3.00/first page
	\$1.00/additional pages
To Receive Fax	\$.50/page

~ SPECIAL CATERING SERVICES ~

Our catering team is prepared to draw upon a wealth of experience and sources to make your function outstanding. Some of the special catering services available for your consideration are:

Flowers, Music, Decorations, Entertainment, Photographers, Audio/Visual Support, Ice Carvings, Cakes/Pastries, Specialty Linens, Dance Floor