

# Mid Pines Inn & Golf Club

## Special Events Procedures & Policies

*Fulfilling your needs is our goal*

*Meetings  
Corporate Events  
Social Golf Groups  
Weddings & Receptions*



Mid Pines Inn - Main Hotel



1010 Midland Road

Southern Pines, NC 28387

Phone: 910-692-2114

Fax: 910-692-4615

E-mail: [midpinesinn.com](mailto:midpinesinn.com)  
[reservations@rossresorts.com](mailto:reservations@rossresorts.com)

Mid Pines Inn & Golf Club is committed to exceeding your expectations each and every time. We are looking forward to assisting you with your next event and appreciate the opportunity to serve you and your guests.

The following information is provided to guide you through the preliminary planning stages and policies of the resort.

## Seating Capacity

Seating capacities listed with each function space are estimated and will be altered due to space requirements for additional services (bands, dance floor, buffets etc.). Any changes made to the room capacities must be approved by the Convention Services Manager and conveyed to the group contact.

## Outdoor Events

Pine Needles & Mid Pines will make every attempt to set-up functions in our outdoor event space; however, we reserve the right to move any functions indoors to protect the interest and well-being of our associates and guests as well as prevent damage to resort property. Before a change in venues takes place we will consult with the group contact to ensure both parties agree. All functions held at the Bell Pavilion near the pool at Pine Needles must require the approval of the Food & Beverage Manager to use glass and china due to safety concerns.

## Billing

### **Guests**

Pine Needles and Mid Pines require the completion of an event contract to be returned with a deposit and or room rental fee which will be determined by the Convention Services Manager. A credit card authorization form is required in order to confirm the booking of function space and catering services. The full amount of the event will then be due the day of the function.

### **Members**

All charges related to a member's function must be charged to their Pine Needles Club account to be reflected on their monthly statement. Members will receive a 15% discount on meeting room rental and all food purchases.

### **Food & Beverage**

All food and beverage must be provided by Pine Needles and Mid Pines Resorts. Catering services, except for specialty products such as wedding cakes etc. are to be prepared by our culinary staff. A 15% service charge and sales tax of 7% will be added to all food and beverage sales. All rentals and additional resources, such as specific linens, chair covers, centerpiece items etc. will be subject to the 15% service fee.

### **Guarantees**

A guarantee for the final number of attendees for the function must be given to the Convention Services Manager no later than 72 hours prior to the event (three full business days). A guarantee is the minimum number of guests for which an event will be billed.

Pine Needles and Mid Pines will prepare for up to 10% over the guarantee amount; however, the client is responsible for all costs associated with additional attendees. All additional guests are subject to availability and menu items may be substituted.

### **Deposits & Cancellations**

All function reservations will only be confirmed upon the receipt of a deposit that is determined by our Conference Services Manager, as well as a signed event contract. We require a minimum of 20% of the anticipated charges no less than 45 days prior to the scheduled event. Any cancellations made within 30 days of the event are subject to full event charges including damage deposit, contracted room rental, and any and all banquet event order charges. Any cancellation within 72 hours of the scheduled event will result in all anticipated charges paid in full. Exceptions to these rules only apply if cancellations were made due to inclement weather and are accepted by the General Manager.



## Event Details

### **Menu Planning**

Accurate menu planning is essential for a successful event, Your communication and cooperation during this process allows us the opportunity to meet and exceed your expectations. The banquet menus serve as a guide when planning the event ; however, our culinary staff and Convention Services Managers are available to customize your menu, setup and serving needs.

A uniform meal must be selected for the entire group for parties for 24 guests or more. Changes to this policy must be approved by the Convention Services Manager or Director of Food and Beverage/Executive Chef. Additionally all buffet menus require a minimum of 24 guests. If the guest count is below 24 attendees a surcharge of \$95.00 will be assessed. For all plated entrees the amount of each entrée choice must be provided at least 72 hours (three business days) prior to the event. The host of the event is required to provide place cards to indicate the menu choice to the staff. If our Convention Services Manager provides the place cards there will be an additional fee of \$25.00 plus service fee and tax.

### **Leftover Food**

In accordance with health department regulations, any perishable foods remaining at the conclusion of an event may not leave Pine Needles or Mid Pines property.

### **Labor Fees**

There is a \$125.00 chef fee, per 50 guests, required for any function requiring a culinary staff member remain on duty. This fee is subject to changed based on the nature of the food station (carving, or interactive).

### **Alcoholic Beverages**

Alcoholic beverages may not be brought in to Pine Needles or Mid Pines Resorts by any client. All beer and liquor consumed at an event must be provided by the resorts. Pine Needles and Mid Pines allow bottles of wine to be on property each of which incurs a corkage fee of \$20.00 per bottle plus service fee (15%) and state tax (7%). No alcoholic beverages shall be sold, consumed or served on club premises by anyone less than 21 years of age. Hosts are expected to help Pine Needles and Mid Pines enforce this law.

If you choose to provide a private bar for your guests during the function, a \$250.00 fee will apply. The private bar fee will include a full bar set-up with one bartender per every 75 guests. If additional bartenders are requested above our standard additional fees will apply. Pine Needles and Mid Pines are committed to Responsible Alcohol Management, and reserve the right to refuse service of alcoholic beverages to any patron at its sole discretion.

### **Linen Policy**

Our complimentary linens are sandalwood (Tan). Our complimentary napkins are navy blue. The Convention Services Manager can also provide additional colors and linen options to customize your event which is subject to additional charges.

### **Decorations**

Our Convention Services Manager must approve all decorations. These details should be discussed prior to the day of the event . We can provide our standard centerpiece at no additional cost. We also offer additional centerpiece decorations which are subject to an additional rental fee. The client is welcome to provide their own decorations; however, Pine Needles and Mid Pines are not liable for damages or loss. All personal centerpiece items are required to be set-up and removed by the client on the day of the event.

### **Entertainment**

Guests are welcome to provide entertainment from an outside source at any function. Prior to the event, our Convention Services Manager must be given the name and contact, equipment usage (being brought on property), and information for the entertainment company. If any of the equipment being brought to the resort is larger then 110 volts please have the company inform our Convention Services Manager.

Renting the Mid Pines Dining Room or the Pine Needles Main Meeting Center may require the contracting of nearby guestrooms due to noise constraints and consideration for other resort guests.

## Audio-Visual & Additional Services

### Equipment Rentals & Needs

If you wish to have the Convention Services Manager arrange for additional equipment or rentals from outside sources, a service fee of 15% will be applied.

### Audio-Visual

We can provide audio-visual equipment for your event needs. All audio-visual quotes are subject to group requirements and will receive a specialized estimate per function.

\* All A/V pricing is subject to North Carolina sales tax (7%)

### Audio Visual Equipment

LCD Projector.....	\$150.00
Projection Screen.....	\$75.00
Surge Protector & Utility Strip.....	\$25.00
Flip Chart/Marker Boards.....	\$25.00
Wooden Podium .....	\$25.00
iPod Mini & iPod Tower.....	\$50.00
Wireless Microphone & Speaker System.....	\$50.00
DVD Player .....	\$25.00
Conference Phone .....	\$50.00
Risers .....	\$25.00 per section
Paper Prints/Copies .....	\$0.10 per page

\* All audio visual equipment is be subject to North Carolina sales tax (7%)

\* Rates and policies are subject to change. Please contact the Convention Services Manager with any questions.

### Additional Services

Dance Floor.....	\$200.00
Cookout Fee.....	\$Price Varies
Private Bar Fee.....	\$250.00
Bartender Fee.....	\$30.00 per hour per bartender
Coat Check .....	\$20.00 per hour per attendant
Rental Linen .....	\$Price Varies
Centerpieces.....	\$Price Varies
Cake Attendant .....	\$50.00
Cake Service .....	\$2.00 per person
Chef Fee .....	\$125.00

\* All additional services may be subject to Service Fee of (15%) and are subject to North Carolina sales tax (7%)

\* Rates and policies are subject to change. Please contact the Convention Services Manager with any questions.



**MID PINES**  
Inn & Golf Club

# Mid Pines Inn & Golf Club

## Meeting Room Specifications & Rates



Dining Room - Mid Pines



Julius Boros Boardroom-Mid Pines



Tent-Mid Pines



Terrace-Mid Pines

Meeting Space	Daily Rate	Square Feet	Ceiling Height	Theater	Classroom	Banquet	U-Shape
Conference Center	\$800	2,556	8'	180	90	140	-
Room A	\$250	720	8'	70	40	40	30
Room B	\$250	558	8'	35	25	30	15
Room C	\$250	558	8'	35	25	30	15
Room D	\$250	720	8'	70	40	40	30
Dining Room	\$1,200	3,400	Vaulted	-	-	160	-
Terrace	\$300	1,625	Vaulted	-	-	80	-
Julius Boros Boardroom	\$250	810	8'	Seats up to 18 for dinner or boardroom meeting			
Cosgroves Lounge	\$250	1,125	9'	Up to 60 for a cocktail reception			
Tent at Mid Pines	\$350	1,664	Vaulted	150	-	100	-

# Cookout Policy & Guidelines



**MID PINES**

Inn & Golf Club

The following information is provided to guide you through our resort Cookout Policies and Procedures to make sure that you are well informed of any additional charges that accompany these type of functions.

**Option #1**

**\$285**

Select one of the following cookout menus

The Par Cookout

The Birdie Cookout

The Eagle Cookout

Includes: chef and grill at the location, service staff, buffet set-up, tables, chairs, flatware, chaffers, standard linen & breakdown of the function

**Option #2**

**\$200**

Select one of the following cookout menus

The Par Cookout

The Birdie Cookout

The Eagle Cookout

Includes: service staff, buffet set-up, tables, chairs, flatware, chaffers, standard linen & breakdown of the function

*The Bell Pavilion will incur additional cookout fees for the addition of a chef and grill*

*These charges are intended for the 19th Hole, Fairway Lodge, Ross Lodge & Wedge Lodge at Pine Needles and all Mid Pines Villas*

*Bar options are available along either option and will incur additional fees*