



# ALAMANCE COUNTRY CLUB

Catering Guidelines & General Information

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**Room Reservations** - Any event booked requires a deposit in order for the event to be confirmed. The amount of the deposit will be based on the room(s) reserved. If the event is a non-member function, the deposit will be considered a room rental fee. If the function is a member event, the deposit will go towards the charges incurred at the event itself. In the event of a cancellation, the deposit is non-refundable unless another event is subsequently booked in the same room for the same time. See Room Pricing.

**Pricing** - All pricing listed is the base price. A service charge of 22% will be charged for the use of a private room for all banquet functions, plus the applicable sales tax. Food prices are guaranteed within 30 days of a function. All prices quoted prior to 30 days are subject to change without notice due to fluctuations in the market. Service charge applied to room fee and consumables.

**Guarantees** - An approximate number of guests should be given at the time of initial booking. Your final guest count must be called in to the Catering office 72 hours prior to the function. If a guarantee is not called in, the original approximate number or the total guests served, whichever is higher, will be charged. If the actual number of guests exceeds the guarantee, then the menu price will be increased to 25% per person.

**A La Carte Service** - A La Carte dining is available for parties of fifteen or less. Selections must be from the existing menu. It is required that choices be called in 72 hours prior to the function. Limited menus with choice of three (3) entrées are available for parties of twenty-five or less. Place cards are required for these events. Parties of 25+ must order from the banquet package.

**Buffet Services** - Parties of 40 or more may choose a specialized buffet menu. Alamance Country Club offers full Breakfast, Lunch and Dinner Buffets for all occasions. The minimum required number of guaranteed guests for these functions is forty (40).

**Room Set-Up** - All rooms will be set according to contracted specifications. If no set preference has been indicated or established, then the room set up will be at the Club's discretion. If a host or hostess chooses to use specialty linens or dinnerware not provided by Alamance Country Club, then the host or hostess assumes all responsibilities related to those items.

**Rental Items** - Alamance Country Club offers a limited number of sundries that may be rented for a nominal fee. These include: hurricane globes, pillar candles, votive candles, and reflector mirrors. Alamance Country Club also has audio and visual equipment for rent, as well.

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**Billing** - All purchases and services are charged directly to the sponsoring member/host. The charges will appear on the member's monthly statement. All food is charged on a per person basis. Alcohol charges are based on consumption. The sponsoring member will be responsible for all guest charges and fees. Credit cards are subject to a 3% convenience fee. Third party checks are not accepted unless the event is a non-member function and a room rental fee is paid.

· **Cancellation Policy** - In the event of a cancellation, 72 hours prior notice is required.\* In the event of a cancellation less than 72 hours, fifty percent (50%) of the booked function cost will be billed to the Member's account. \*Unless circumstances are out of host's control such as inclement weather, natural disaster, an act of God, or terrorism.

· **Non-Member Functions** - All functions are billed through a sponsoring member's account. For a non-member reservation to be confirmed, Alamance Country Club must receive a room rental payment and a Permission Form for

Private Functions signed by the host of the event and the sponsoring member.  
**Non-Member Room Rental Charges (5 Hour Package - Each Additional hour \$200)**  
**The Room Rental Fee is non-refundable. Includes Tables, Chairs, Base Linens, Serving Utensils**

- Alamance Ballroom/Heritage Ballroom/Terrace Room \$1,500  
     + \$4,000 Food & Beverage Minimum
- Alamance Ballroom and Terrace Room \$1,200  
     + \$3,000 Food & Beverage Minimum
- Heritage Ballroom \$ 500  
     + \$2,000 Food & Beverage Minimum
- Pool Pavilion \$ 300  
     *(Includes seating for 30; additional seating set-up +\$100)*  
     + \$3,000 Food & Beverage Minimum
- Conference Room \$ 50  
     + \$200 Food & Beverage Minimum
- Saddle Club Lounge \$ 300  
     *(With existing seating; +\$200 Furniture Exit Fee)*  
     + \$2,000 Food & Beverage Minimum
- Wedgewood Room First Come/First Reserved - No Minimum/No Room Fee
- Amenity Lawn \$500  
     *(With existing seating & Fire Pit; Additional seating set-up +\$100)*
- Amenity Lawn Ceremony \$100 or \$40/per 50 people  
     + \$3,000 Food & Beverage Minimum

**\*Room Assignments** - To accommodate events of various sizes, the Club reserves the right to change rooms based on guaranteed attendance and room set up specifications. If and when this situation occurs, we will make every effort to give advance notice and will move the party to a suitable and comfortable room.

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**Gift, Cake and Registration tables are provided by the Club upon request.**  
Alamance Country Club is not responsible for monitoring gift tables.

**Dessert Cutting Fee - Cakes may be brought in from outside vendors.**

A dessert fee of \$1.00 per person will be charged for all cakes, cupcakes, or cookies not provided by Alamance Country Club.

**Decorations - Alamance Country Club does not offer any decorations or decorative services.** Third party arrangements must be made by the host/hostess for each function.

If the service of an Alamance Country Club employee is requested for decorating purposes, a fee will be assessed based on the amount of labor and time involved. No decorations can be used that cause damage to the walls, ceiling, floors or any other part of the Club. The Member is responsible for the removal of all floral arrangements or special decorations prior to departure.

**Food Stations** - Any food station requiring an attendant/carver will be charged a fee of \$75 per hour.

**Lifeguards** - Any party requiring a lifeguard will be charged a fee of \$25 per hour/per 30 people.

**Bar Policy:** Bartender Fee(s): \$100 per bartender. We recommend one Bartender per 75 guests.

**Musical Groups - We request that the host be careful when selecting musicians.**

Consideration must be given to the size of the group, equipment to be used and power requirements of the equipment. Musicians must be made aware that the Club management will establish the volume level for the group. Musicians are not permitted to purchase food or beverage from Alamance Country Club. These items can be made available to the entertainers and charged to the Member's account by prior arrangement. The sponsoring member will be responsible for all incidental charges, fees and damages incurred by/from the group.

**Club Hours - Alamance Country Club food and beverage facilities are open Tuesday through Sunday, 7:00am - Midnight.** Only Club Functions or Board approved functions can be booked for a Monday.

**Damages - Alamance Country Club shall not assume responsibility for damages or loss for any merchandise or articles brought into the Club or any items left unattended.**

Any damage to the Club by guests or hired personnel, such as band members or florists, will be billed to the sponsoring Member's account for the replacement or repair cost.

# Event Contract



**Host/Hostess:** I have read and understand the terms and conditions listed in the Catering Guidelines and General Information for Alamance Country Club and agree to adhere to all Club policies established by Alamance Country Club and its Board of Directors.

**Host/Hostess Signature** \_\_\_\_\_

(Host for Function at Alamance Country Club Banquet Facilities)

**Host/Hostess Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Sponsoring Member's Name:** \_\_\_\_\_ **Member Number:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Estimated Number of Attendees:** \_\_\_\_\_

**ACC Member Sponsor:** I give my permission for the person stated above to utilize Alamance Country Club Banquet Facilities. I accept responsibility for all charges billed to my account from said function.

**Sponsor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Do Not Write in this Space - For Administrative Use Only**

**Date Form Received:** \_\_\_\_\_

**Check/Cash Enclosed:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Check Number:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_



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