



SPECIAL EVENT POLICIES & PROCEDURES

Deposits & Billing

A nonrefundable, 10% down payment is due at the time of contract signing in order to secure the space for your event. The remaining charges are due one week before the event. Payments may be made in the form of cash, check, or credit card for all events. You must cancel at least 60 days before the event in order for any additional payments to be returned.

Sales Tax & Service Charge

All food and beverage is subject to a 6.75% sales tax and an 18% service charge. All non food charges are subject to a 6.75% sales tax.

Guarantee

To ensure the best quality and service, it is important to give a final guaranteed number of participants one week prior to the event. Please remember to include any volunteers that may be assisting with your tournament in your final food count. Within 5 business days of the event, guaranteed numbers may be raised, but not lowered. A guarantee raised more than 5% is subject to availability. Your final guest count, or the number of guests who attend, whichever is greater, is the amount that will be billed.

Outside Vendors

Our Event Coordinator will be happy to make recommendations for outside vendors including florists, bakeries, photographers, equipment rental, and printers. Magnolia Greens is not responsible for services contracted with outside vendors.

Decorations

Table decorations are the responsibility of the client. Placement of table decorations is also the responsibility of the host. Due to the potential for damage, items may not be attached to the walls of the clubroom.

<u>Space Rental Fees</u>	<u>2 hours</u>
Club Room	\$600.00
*each additional hour	\$100.00
Onsite Wedding	\$200.00
Bartender Fee	\$100.00

Room Capacities (depending on room set up)

Club Room 85 max

Our space rental fees include:

- Setup & Breakdown
- Tables
- Chairs
- White table linens
- China
- Staff
- Screen & Projector