



We welcome you to Cherokee Run Golf Club, where hospitality, charm, grace and excellence are intricately woven to create the perfect environment for any occasion. Nestled in the rolling hills of Conyers, Georgia, our 15,000 square foot plantation-style clubhouse is an ideal setting for wedding ceremonies, receptions, corporate meetings, luncheons, wedding showers, rehearsal dinners and banquets. Cherokee Run Golf Club can accommodate up to 300 guests for a standing reception and 200 guests for a seated, banquet-style dinner and also offers the choice of a dance floor. There is a charming covered veranda adjacent to the banquet facility that overlooks the breathtaking 18<sup>th</sup> green of our Arnold Palmer designed masterpiece, which makes for an extraordinary picturesque backdrop for your event. The accommodations at Cherokee Run Golf Club are exceptional! Come experience the traditional style and elegance that Cherokee Run Golf Club has to offer.

To begin your Cherokee Run Golf Club experience, please read on!

# CHEROKEE RUN

## MEETING and BANQUET EVENTS

### Palmer Room Daytime Events

**Monday – Thursday \$250.00**

**Friday, Saturday, Sunday \$500.00**

- Daytime events are between the hours of 8 a.m. – 5 p.m.
- Rates are for 4 hour intervals
- Rental of the Palmer Room accommodates up to 56 guests maximum.
- Rental fee includes tables, chairs, white table linens, set-up and clean-up your event.  
\*Does not include private use of the Veranda.
  
- Our on-site Chef will work with you to arrange the perfect menu for your event.
- Food and beverage are an additional cost.

### Palmer & Dining Room Evening Events

**Monday –Thursday \$750.00**

**Friday & Sunday \$1,000.00**

**Saturday \$1,500.00**

- Evening events are between the hours of 6p.m. – 12a.m.
- Rental of the Palmer and Dining Room accommodates up to 176 guests (based on set-up).
- Four hour event time \*Additional hour is \$250.00 per hour
- Rental includes private use of the Veranda set up “as is” for an additional 30 guests. Additional guests can be seated on the Veranda based on the set-up for an additional fee.
- Rental fee includes tables, chairs, white table linens, set up and clean up of your event.
- Our onsite Chef will work with you to arrange the perfect menu for your event.
- Food and beverages are an additional cost.

### Additional Information

In order to reserve and guarantee the date of your event a deposit of 50% of the room rental and a signed contract are required.

To personalize and enhance your event please see our list of enhancements for your event.

Wedding and Reception Package is available.

For additional information or to schedule an appointment to see our banquet room,

Please contact 678-374-5614

### ***Non Refundable Deposit***

Fifty percent of the room rental charge and a signed contract are required to secure your date. The balance of the room rental and any additional rented items is due in full thirty (30) days in advance.

### ***Cancellation***

CANCELLATION POLICY. In the event of a cancellation, deposits are non-refundable.

- 31-60 days prior to event date will be assessed 50% of total estimated contract value (including catering charges)
- 0-30 days prior to event date will be assessed 100% of total estimated contract value (including catering charges)

### ***Menu Planning***

We offer a wide variety of entrees in assorted price ranges. While we will make every effort to anticipate your needs, please feel free to make suggestions or special requests. You may select your menu forty-five to sixty (45-60) days in advance; food prices will be guaranteed for that period only. You will be required to give a guaranteed number of attendees ten (10) days prior to your event date. In the event that fewer people attend your function than guaranteed, you will be charged for the number of guests you guaranteed. \*(All food and beverage sales are subject to 20% service fee and 7% sales tax)

### ***Security***

Cherokee Run Golf Club will not assume responsibility for damaged or lost articles left in the clubhouse prior to or following an event.

### ***Decorations***

Cherokee Run Golf Club will make all efforts to accommodate the decoration process. However, Cherokee Run Golf Club will make no guarantees as to when the decoration process can begin due to other bookings. The contracted party must make accommodations to remove decorations following a Saturday evening function at the completion of event. It is not permitted to affix anything to the walls, floors, ceilings, fixtures, furnishings, or any other club property unless authorized by management. It is not permitted to remove any items from the banquet room's standard décor unless authorized by management. Cherokee Run Golf Club **does not** allow the use of rice, confetti, poppers, streamers, silly string, or sparklers at any time while on club property.

### ***Linens***

Room Rental Charges include the usage of white linen and skirting. Colored linen is available at an additional cost.

### ***Rentals***

If you wish to enhance your special event, we can provide a list of various other amenities available to rent.

Our goal at Cherokee Run Golf Club is to provide you with the best experience to make your special day memorable. The following is a step-by-step guide to ensure your event is a success.

### ***Select Event Date***

Early planning is essential. The earlier the better is our motto. Check with our Event Planner for available dates.

### ***Secure the Date***

Secure your date by signing a contract and paying the applicable room deposit.

### ***Event Planning and Menu Selection***

You will set up an appointment with the Cherokee Run Event Planner about (45-60) days prior to the event date to go over any requests and/or questions regarding the room set-up. At this time you will also meet with the Chef to select your menu choices. This is to ensure that all of your event needs are clearly outlined and met.

### ***Confirm Actual Number of Guest***

You will be required to give a final number of guests for your event ten (10) days prior so that our Chef may place all orders in a timely fashion. When the final number of guests is guaranteed, the balance shall be paid in full. Any additions to the contract must be made within the 30 day window in which the deposit is due.