

Stones River Country Club

General Information

Members or Member-sponsored Guests may reserve our private rooms for Breakfasts, Luncheons, Conferences, Showers, Dinner Parties, and Receptions. To reserve a portion of the Club, a signed contract and deposit must be returned to the Catering Department within 14 days of booking your event. If after 14 days after booking your event, the contract has not been returned, the reservation will be released.

Menu Planning

Our chef has prepared suggested menus to assist you in planning your event. Our Chef will be pleased to work with you in the preparation of any specialty items you may request.

To allow adequate preparation time, menu plans should be completed with our Catering Director a minimum of two weeks in advance of the date of the function. Weddings and functions with 50 or more guests need to select a menu and submit it to the catering department at least 30 days prior to the scheduled event.

The guaranteed number participants are required 72 hours before the event. If no guarantee is given, the last number we receive will be considered the guarantee. The staff will not order or prepare "extra" food or beverage items not included in the guaranteed number. In emergency cases, we will of course do our best to ensure unexpected guests are served; however, substitutions may be necessary. A 10% up-charge will be incurred for any emergency or overage preparation.

Room assignments are made according to the anticipated number of guests and room set up. SRCC reserves the right to reassign function rooms should attendance figures fluctuate. SRCC also reserves the right to move functions to meeting rooms other than those appearing on the catering contract, without prior notification.

No food or beverage items shall be brought on the Club premises. Wedding cakes, birthday cakes, anniversary cakes may be an exception, with prior approval. Tennessee State health code (Chapter 1200-23-1, Section 2, Area 5) prohibits food removal from club premises after special functions. All food and beverage items must be supplied by the Club in accordance with Tennessee State laws. As a licensee, the Club is responsible for the administration of the sales and service of alcoholic beverages, in accordance with the rules and regulations of the Tennessee Alcoholic Beverage Commission. Therefore, it is policy that no alcoholic beverages may be brought into the Club from outside sources. All bars must be attended by a bartender supplied by the Club. Any alcohol brought into the Club will be added to the host's bill at the SRCC menu price.

STONES RIVER
COUNTRY CLUB

Effective January 1, 2018

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Billing Information

We prefer that events at Stones River Country Club be coordinated by a member or have a member sponsor the event, but this is not required. Member SPONSORED events may still be subject to ROOM RENTAL charges depending on the member's attendance and responsibility in booking the event. All billing will go on the member's account. For sponsored events, it is ultimately the sponsor's responsibility to ensure payment for this event. Banquet charges are subject to the 10% late penalty if not paid by the 15th of the month following the event. Late fines will be charged to any unpaid balance on the last day of the month of 1-1/2%.

Non-member events must be paid in full within 7 days of the event. Member sponsorship DOES NOT exclude hosts' from room rental fees.

If there is more than one host for a party, one club member will be responsible for all arrangements and all costs of the party. All banquet charges are subject to the rules and regulations according to the House Rules.

All banquet and catering functions are subject to a 20% facility usage charge and applicable state and local sales taxes, according to Tennessee Tax Code 1320-5-1-.76. The facility usage charge is not gratuity, nor is it used to tip the service staff as the banquet staff is paid a flat rate by the club. Tax exempt status must be verified by sending a copy of the organization's tax exempt certificate (Tennessee only) and a letter requesting tax exemption.

Cancellations

Notice of cancellations for events should be made 30 days prior to the date of the event. Deposits to reserve a banquet room should be paid by this time and are non-refundable. Cancellation of reservations made less than 7 days prior to the day of the event will require 50% charge of the food and beverage, including tax and a 20% facility usage on the full amount of the regular charge for the occasion to be paid, as stated in the House Rules.

Decorations

Decorations, displays or exhibits, brought on the premises by the patron must be approved prior to arrival to ensure compliance with local code and fire ordinance regulations. We will not permit the affixing of anything to the walls, floors, or ceilings with nails, staples, tape or any other substance unless approval is given by the office. In the event this is done without our authorization, you will be billed for the cost of the repair or replacement. After the function, it will be your responsibility to remove any decorations or your own equipment. Any excessive clean up from your function may result in an additional \$250 clean up charge. Confetti and glitter is prohibited and will result in a \$250 clean up charge. All items for a Bridal Party sendoff must be pre-approved by management; rose petals, bubbles, sparklers (outside) and bells are approved.

Decorations Continued

Prior to your event, the banquet room will be cleaned by our housekeeping staff and initial setup completed so that decorations may be set up. SRCC staff will complete and finalize set-up just before your event begins. All outside vendors and florists are responsible for the clean-up of their work area, including sweeping or vacuuming. Outside vendors are responsible for bringing all items necessary to perform these duties, including carts, trashcans and brooms. If SRCC staff is required to clean up after outside vendors before your event, there will be an additional \$100 clean up fee.

All specialty linen not provided by SRCC is the responsibility of the function, including set-up, bagging and the return of used linen. SRCC is not responsible for lost linen or linen damaged by wax, make-up, etc. If SRCC assists the function with the sorting, bagging and returning of linen, there will be a per piece linen return fee.

All SRCC tables, chairs, linen, china and stemware will be set up by club personnel and are included in the room rental fee. The Club may assist you with renting items not owned by the club, such as fountains and specialty chairs. If you elect to rent these items directly, all items must be pre-approved by club management with time and date of delivery and setup. Fees may be incurred for set up assistance with rental items not provided by the Club.

Release from Liability

Any items rented by the guest must be delivered to the Club before the scheduled set up and must be picked up no later than the next day following the function. If you intend on leaving any items, notification must be given prior to the event as our storage space is limited. Any item left over 48 hours becomes the property of SRCC and we reserved the right to dispose of items we do not have room to store. Stones River Country Club is not responsible for loss or damage of any property which you or your guests bring on the premises or leave on the premises before, during or after the scheduled function. SRCC is not responsible for the loss or damage of rented property, nor will the Club be responsible for cleaning any rental items. You are responsible for your guests and their actions, any damage to the premises by your guests will be your responsibility.



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Banquet Room Fees

SRCC Members are exempt from room rental for their personal events.
Member sponsored events are subject to room rental fees.

Room	Capacity	Minimum Food Purchase	Room Rental Fee
Wedding Ceremony and Reception	Ceremonies only available with booking receptions Includes Full Ballroom Room Rental, Ceremony site rental, 8 total service hours, Coordination, Rehearsal of Ceremony, Up to 100 White Folding Chairs (charges apply for additional chairs) 300 Guests Seated 425 Guests reception style	\$3,400	\$4,000 Tues-Sun
Ballroom	Features permanent dance floor, integrated speaker system, and Balcony overlooking our beautiful golf course. Access to mezzanine and grand lobby 300 Guests seated 425 Guests reception style	\$3,400	\$2,000 Tues – Fri \$3,000 Fri evening-Sun
Ballroom B	Features our permanent dance floor, integrated speaker system And balcony access 100 Guests seated 140 Guests reception style	\$2,200	\$950 Tues-Fri \$1,500 Fri evening-Sun
Ballroom A	Features include integrated speaker system, balcony 70 Guests seated 100 Guests reception style	\$1,000	\$700 Tues-Fri \$950 Fri evening –Sun
River Room	Private dining room featuring a bay window and first floor access 40 Guests seated 50 Guests reception style	\$600	\$300 Tues-Fri \$400 Fri evening-Sun

Items provided by SRCC

300 Banquet Chairs

60" round tables (30 in inventory)

72" round tables (10 in inventory)

48" round tables (2 in inventory)

30" bistro tables (6 in inventory)

6' and 8' banquet tables

White linen tablecloths and napkins, China, flatware, and stemware

seats 8 - 10 guests
seats 10 – 12 guests
sweetheart table, cake table

Seated Events:

The room layout will be defined in advance to allow comfortable seating for each guest.

Reception Events:

SRCC suggests seating for roughly 2/3 of the guest count to encourage conversational flow.

SRCC is handicap accessible, providing elevator access to our Ballroom and handicap accessible rest rooms. SRCC is a non-smoking facility. Guests are provided smoking access on the ballroom's balcony overlooking the golf course. Additional seating will be provided on the balcony if requested, weather permitting.

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Additional Fees and Charges

Carver/Attendant Fee	\$80
Bartender Fee (75+ guests)	\$100
Bartender Fee (<u>less than</u> 75 guests)	\$50
Butler Pass Fee (per item passed)	\$30
Coat Check Fee (30 min before and after event)	\$50

Audio Visual Equipment

TV/DVD	\$25
LCD and setup – 72 hour advance notice required	\$40
Wireless Mic (outsourced)	\$50+
Podium with microphone	n/c
American Flag	n/c

Decorations

Mirrored Tiles w/Hurricane Lamps & Taper Candles, 3 Votive Candles (per table)	\$10
Mirrored Tiles	\$5
Votive candles (each)	\$0.25
White Spandex Chair Covers (each; up to 200)	\$2
White Wedding Folding Chairs (each; up to 100)	\$1
Ice Sculptures	\$350

Rentals

Color/Specialty Linen

We can provide, for a charge, linen other than white. To enhance your event and to create an effect, specialty linen adds to the aura of our ballroom. Please inquire about linen rentals, prices may vary depending on fabric, size, and color.

Event Lighting

Though we do not provide lighting, we have companies that we work with that provide competitive lighting packages including up-lights, gobos, and pin spots.

Audio/Visual

SRCC prefers a professional A/V team help with the needs for your function. We can suggest companies that can assist in your AV rental needs and technical support for additional fees.

Associated Fees

Rental Chair setup fee (per chair; not rented through SRCC)	\$1
Linen return service fee (not rented through SRCC)	\$25

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