

Catering Information



Pine Forest
COUNTRY CLUB

EST. 1945

Catering Information

FACILITIES

We have two rooms available for receptions. Our LEGACY BALLROOM is approximately 5,000 sq. ft. with a large dance floor measuring 1,100+ sq. ft. This room is surrounded by windows with a view of our lush fairways, and has access to a large deck, the SUNSET TERRACE, of approximately 3,000 sq. ft. The LEGACY BALLROOM will accommodate 450 people for a cocktail reception or 300+ people for a seated affair.

Our FOUNDER'S LOUNGE, OAK ROOM & VERANDA can be used in conjunction with the Ballroom. The two rooms are approximately 2,000 sq. ft. with an excellent view of the golf course and access to an 800 sq. ft. covered deck, the VERANDA. The Lounge & Formal Dining Room will accommodate 100+ people for a cocktail reception or 70 people for a seated affair.

ROOM CHARGE

The Room charges on a Saturdays for the Legacy Ballroom & Terrace is \$2,500.00 The Founder's Lounge, Oak Room & Veranda is \$800.00. Friday and Sunday \$1,000.00 Legacy Ballroom & Terrace. \$600.00 The Founder's Lounge, Oak Room & Veranda. Midweek \$600.00 Legacy Ballroom and \$250.00 Oak Room.

MINIMUM

The Food and Beverage Minimums are:

Legacy Ballroom	Oak Room
Saturday \$10,000	\$4,500
Friday & Sunday. \$7,500	\$3,000
Tuesday – Thursday	
\$4,500	\$1,500
Monday	Closed

TAXES & SERVICE CHARGES

All food and beverage charges/minimums are subject to 22% service charge for non-members and 18% for members. Tax on food is 8.25% and tax on alcohol is 8.25%.

OVERTIME FEE

All functions must be held within a 4 hour time period. Functions held beyond this time are subject to a premium of \$600 per hour or any portion thereof.

DEPOSITS

Pine Forest Country Club requires a \$2,500 deposit to reserve the Legacy Ballroom and Sunset Terrace and \$1,000.00 to reserve the Oak Room, Founder's Lounge & Veranda.

If for any reason you find it necessary to cancel your reservation after a contract has been signed, the Club will be entitled to ATTRITION FEES based on a sliding scale that will be specified in the contract.

All Deposits are non-refundable.

CANCELLATION POLICY

If for any reason you find it necessary to cancel your reservation after a contract has been signed, the Club will be entitled to ATTRITION FEES based on a sliding scale that will be specified below and in the contract. All Deposits are non-refundable.

The Attrition Schedule is as follows:

- More than six months prior to the event date:
 - An amount equal to twenty- five (25%) of the food & beverage minimum
- More than ninety days to six months prior to the event date:
 - An amount equal to fifty percent (50%) of the food & beverage minimum
- 90 days to 30 days prior to the event date:
 - An amount equal to seventy- five percent (75%) of the food & beverage minimum
- 30 days or less prior to the event date:
 - An amount equal to one hundred percent (100%) of the food & beverage minimum.

Payment of Attrition Fees, as a result of cancellation, must be made at the time of cancellation.

PAYMENTS

90 days prior to the event, 50% of the estimated total is due. Pine Forest Country Club also requires full payment based on the anticipated attendance 5 business days prior to the planned event. The guaranteed number of guests is required 5 business days BEFORE your function. You will be charged based on this guarantee or on the actual number of guests in attendance, (whichever is greater).

MENUS

Although the Catering Department has printed menu selections, we welcome the opportunity to create your special menu.

Our Catering coordinator will help you create and design a menu to complements the theme of your event, your special tastes and any special requests that you may have.

Our professionally trained and award winning Executive Chef along with his culinary team is here to ensure you, your family and guests will have the greatest dining experience.

Final menu prices will be confirmed 90 days prior to your function. Details for your event must be finalized no later than 30 days prior to the date of the event.

Provided Complimentary Items

CATERING CONTRACTS INCLUDE THE FOLLOWING:

- Round 62" or 72 " Tables Seating 10 to 12 people
- Mahogany Chavari Chairs
- Cocktail Tables
- An oversized 30' x 50' Dance Floor for your dancing pleasure
- China, Glassware and Silverware
- PFCC Cocktail Napkins
- Cake Stands & Cake Cutting Service
- Head Table or Sweetheart Table with specialty Linens and Personal attendant for Couple
- Hurricane Globe, Mirror, Votive Candles or Tri Level Vases with Floating Candles
- White & Ivory Table Linens and Choice of Colored Linen Napkins
- White Skirting - (Guest Book Table, Gift Table, Cake Table, Etc.)
- Management & Culinary Team, Food & Beverage Manager, Bartenders, and Service Staff
- Crystal Champagne Bucket

Additional Items To Enhance Your Special Day

WEDDING CEREMONIES

Wedding ceremonies, indoor or outdoor there is a fee of \$850.00. An additional hour will be added to your function time plus an hour for your rehearsal. Garden chairs can be arranged for by the club for \$3.50+ per chair.

Pine Forest Country Club will happily assist in coordinating your wedding ceremony or you may hire a professional wedding coordinator to coordinate your very special day.

WEDDING CAKES

All of our wedding packages include the Bride's Wedding Cake. See your event coordinator for details.

Outside cake Suppliers are allowed, however, there is no reduction in the package price. Must have proper licensing from the Houston Department of Health.

AV EQUIPMENT

The Audio Visual Equipment is available for use at a charge of \$250.00. The equipment includes the Screen, Laptop, and LCD Projector.

VALET

A Valet Attendant is available for \$175.00 per 100 guests.

EVENT SECURITY

Can be provided by the Club but not required. See your Event Coordinator for more details.