

BENVENUE COUNTRY CLUB

EST. 1922



Benvenue Country Club
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www.benvenuecountryclub.com

GENERAL INFORMATION

Thank you for choosing Benvenue Country Club to host your special event. The professional staff at Benvenue Country Club is always willing to assist you in planning every aspect of your event. Each event is handled on an individual basis, and we not only offer assistance with menu planning, but also with decorations and special linens, specialty cakes and entertainment.

The following information outlines our policies when events are held at our club. This information should answer most of your questions about what we expect from the event host and guests when an event is held in our clubhouse or other areas on our property. Please do not hesitate to ask questions for clarification or if your question is not answered in this information.

Facility Fees

All events, other than those specifically hosted by a member, will be subject to a facility fee. These fees are for the use of the room, tables, chairs, and basic linens. The fee schedule is as follows:

1. Full Ballroom . . . \$750
2. Half Ballroom . . . \$400
3. Cardinal Dining Room . . . \$200
4. Board Room . . . \$100
5. Patio . . . \$100

Guarantees

To ensure sufficient time for ordering, planning and preparation, an approximate guest count is required at the time of booking. The guaranteed number of guests is due at least ten days prior to the event. After then, the guarantee can only be increased and not decreased. All charges are based on the higher of the guaranteed number of guests or the actual number of guests attending the event.

Deposits

A deposit in the amount of the facility fee is required to hold the event date and room. The entire deposit will be applied to the total cost of your event. An additional deposit of half of the estimated cost of the event is required 3 months before the event. The final payment is required ten days before the event once the guaranteed number is given. Any payment that is made by credit card (MasterCard or Visa) an additional 3% fee will be applied.

Cancellations

If you cancel your event less than six months prior to the event date, your deposit will be forfeited. A \$750 deposit is required for the ballroom, and a \$200 deposit is required for the Cardinal Room and the Boardroom.

Room Reservations

To accommodate events of various sizes, we reserve the right to change rooms. If this situation occurs, we will make every effort to contact the host ahead of time, and will only move your party to a space that is equally comfortable. During your event, you and your guests will be restricted to the rooms that have been reserved for your event. Non-members are not allowed to visit or congregate in the Member Lounge. All banquet events are allowed a duration of four hours and must end prior to midnight. Events lasting longer than four hours are subject to a \$500.00 per hour overtime fee.

Room Set-up

Benvenue Country Club usually sets up events the day before an event will be held. Occasionally, two events will be scheduled for the same space on the same day, in which case the second event will have to be set up after the first event. The club will make every effort to assist the host of the second event with their set-up. In any case, assumptions on the part of the host should not be made concerning what time the space will be available to decorate and instead should discuss set-up times with the salesperson for the event.

Decorations

The club must approve all decorations ten days prior to the scheduled event. No items may be attached to the walls, moldings, drapery treatments, chandeliers, etc. Please be mindful that the club will be open during your event to the membership. Therefore, decorations outside the event space – including the foyer, hallways, outside entrances and the parking lot – should be kept to a minimum and must be approved by club management.

Please be sure the club is aware of your proposed schedule for decorating. Availability of your event space will be contingent on event scheduling, so please check with the club before finalizing your decorating plans. Those individuals that are decorating the event space are responsible for cleaning their work area after they are finished decorating. Decorations should be removed in a timely fashion, and the club is not responsible for any items that are not removed immediately after the event, including items rented by the host. The host will be charged accordingly for excessive clean up or damages that result from decorations.

Menu Planning

The enclosed menus are merely suggestions, and our professional staff would enjoy preparing a custom menu that meets your desires and needs. Our culinary staff is pleased to accommodate any special dietary with given prior notice. Final menu selections must be set at least ten days prior to the event date.

Buffet Service

We guarantee that all of our buffets will be attractively presented with ample food available for each guest. There is a 30 person minimum for all buffets and we must decline carry out container requests during or after service.

Food and Beverage Consumption

No food or beverage of any kind, unless purchased from Benvenue Country Club, may be consumed anywhere on the club's property at any time. The exception to this rule is for wedding or other specialty cakes, in which case fees are charged for serving these items.

Beverage Policy

Benvenue Country Club will refuse to serve beverage alcohol to anyone under twenty-one years of age. Our bartenders are instructed to request proper identification from anyone whose age is in question, and further, to refuse service to anyone they believe may have consumed their limit of beverage alcohol. If a minor is found in possession of beverage alcohol, it could result in the event being immediately cancelled or law enforcement becoming involved.

Damage and Liability

Benvenue Country Club shall not assume responsibility for damages or loss, for to any reason, to any merchandise, decorations or articles left at the club prior to, during or after a private event. Any damage to the club property by guests or hired personnel, such as band members, will be billed to the person hosting the event or the sponsoring member.

Smoking

The Benvenue Country Club clubhouse is a smoke-free environment. Smoking is permitted only on the patio.

Dress Code

1. Collared shirts are required for gentlemen in the dining rooms, member lounge and on the patio. When the pool is open T-shirts are permitted on the patio. Shirts should be tucked into one's pants or shorts unless wearing a bathing suit.
2. Gentlemen and boys should remove their hats when entering any area of the club other than the golf shop, tennis center, patio and locker rooms.

3. The wearing of jeans is permitted as long as they meet the following guidelines:
 - a. The jeans are dark in color.
 - b. There are no holes, tears or ragged spots in the fabric of the jeans.
 - c. The jeans are appropriate in length, not touching the floor or ground, and without ragged hems.
 - d. The jeans are worn at the waist with a belt.
4. Dressy shorts are permitted. Cut-off shorts are not permitted for anyone, and cargo shorts are not permitted for anyone 16 years or older.
5. Bathing suit cover-ups and appropriate footwear are required for everyone, even children and teens, when not in the pool area. This policy applies to the parking lot while walking to and from the pool.
6. From time to time there will be club functions that require a minimum standard of dress. Attendees of these events are expected to follow the standard as listed on the invitation or other publicity materials.

Charges in Addition to Food and Beverage

A 20% service charge will be added to all food and beverage.

N.C. sales tax of 6.75% will be added to the total of all charges on your bill, including the service charge.

The following audiovisual equipment is available:

1. AV Package (includes 6ft screen, projector, podium, microphone) . . . \$140
2. 6-ft. Screen and table for audiovisual equipment . . . \$35
3. 9-ft. x 12-ft. Large Screen and table for audiovisual equipment . . . \$100
4. LCD Projector . . . \$50
5. Podium with corded microphone . . . \$25

When applicable, the following labor charges will apply:

1. Portable Bar set-up . . . \$35 for each portable bar
2. Bartenders . . . \$25 per hour for each bartender
3. Station Attendants . . . \$25 per hour for each attendant
4. Coat Check Attendants . . . \$25 per hour for each attendant
5. Special Event Lifeguards . . . \$20 per hour for each lifeguard
6. Off-Duty Rocky Mount Police Officers for security . . . \$30 per hour for each officer
7. Dance Floor Installation and Removal . . . \$250
8. Grill Fee/ Pig Cooker Fee . . . \$150