

GENERAL INFORMATION REGARDING WEDDINGS AT THE GREENCROFT CLUB

On behalf of the Board of Directors and Staff, we would like to welcome you to the Greencroft Club. Thank you for your interest in hosting your wedding and/or reception at our facility. You are sure to find a menu to satisfy your needs and please your palate.

All functions must be held in accordance with the Club's Bylaws and Rules, as we are a private club.

Please keep in mind as you look through the menus, that the menu is intended as a guide. Our catering department will be pleased to help create a menu tailored to your individual needs.

The Greencroft Club has a variety of beautifully appointed rooms to serve as the backdrop for your special occasion. When you need a special setting for your next event, choose the club that is committed to charm, tradition and excellence, The Greencroft Club.

Dress Code

Proper Country Club dress is required. T-shirts, shorts, or flip-flops are not permitted in the Clubhouse at any time. Guests not dressed appropriately will be asked to change or leave the club.

Hours of Operation

The Greencroft Club is flexible in scheduling the times and duration of events. There is an additional charge for events lasting more than four hours. All events must be concluded by 11:00 p.m.

Weddings

A wedding ceremony may be held at the club. The club does not permit the throwing of rice, flower petals, glitter, or anything of that nature inside or outside the club. All candles must meet fire department regulations. Please check with the Events Manager as to the specifications.

Deposits and Payments

A **non-refundable** deposit equal to the room rental fee plus the applicable food and beverage deposit is required to guarantee the date selected. The deposit is applied to the total amount due for the function.

Food and Beverage Deposit Requirements

25 guests and under: \$200.00

Over 25 but under 40 guests: \$500.00

Over 40 guests: \$1,000.00 or one-half estimated food and beverage cost, whichever is higher. A second deposit may be required once the menu has been planned to bring the deposit up to the one-half estimated food and beverage cost.

Facility Rental Fees:

The **exclusive use** of the Club includes the West Lawn, the Main Dining Room (with a built-in dance floor) and East Garden, the Living Room with Patio, the Eades Room as the Bridal room, and a Groom's Room. The total fee for the exclusive use of these rooms carries an all-in room fee of **\$4,000**. Rental of less than the exclusive use of the club may be negotiated with management.

Room rental fees include the use of tables; elegant cushioned chairs (inside, up to 105 chairs); white resin padded, folding chairs up to 200 (used either inside or outside); basic white table linens; china, flatware and glassware up to 100 place settings. Any tableware over 100 place settings will need to be rented and will need to be paid for two weeks prior to the wedding.

Also included in the rental fee will be the set-up of the West Lawn for the ceremony of up to 200 chairs. If other rented tables and chairs are needed on the Lawn, there will be a \$1 per chair set-up charge and a \$2 per table set-up charge in addition to the rental charge.

If a tent is being utilized over the area for the ceremony or for the reception, the cost of the tent will be borne by the guest host. Should Greencroft be asked to coordinate and/or rent the tent, the rental cost will be passed on to you and the cost must be paid to the Greencroft Club at least two weeks prior to the wedding. Should extra tables and chairs be needed over and above what Greencroft provides, the rental charge for those must also be paid two weeks prior to the wedding.

Payment for Rental Charges

Often when items are rented, the rental company prefers to charge through Greencroft rather than the guest host, including the rental of tents, tables, chairs, linens, tableware, audio/visual equipment, etc. If this is the case and the rental cost will be over \$250, Greencroft will require the full payment of the rental cost at least 48 hours prior to the event unless another arrangement has been made in advance.

<u>Function Room Capacities</u>	Stand Up	Sit Down
Main Dining Room to 130 with smaller chairs	180	105 with elegant cushioned chairs or up
Living Room smaller chairs	75	44 with cushioned chairs or up to 55 with
Eades Room	40	25
Patio	35	35
West Lawn	350	280

Food and Beverages

All food and beverage items must be provided by the club except wedding cakes. Greencroft is unable to provide a wedding cake or specialty cupcakes, if those are preferred. The cake or cupcakes, however, must come from a commercial bakery and be set up by that company. Price increases and current menu prices take precedence and are subject to change. In accordance with the Virginia State and Local ABC laws, we cannot allow the importing (brown bagging) of alcoholic beverages into our public function rooms, restaurants or outside lawn and pool areas. We also reserve the right to refuse service to anyone not abiding by ABC Laws and Regulations, and / or who may appear intoxicated.

Alcohol Policy

The Greencroft Club adheres to the rules and guidelines outlined by the State of Virginia Alcohol Beverage Commission. Neither the club, nor its staff, will serve alcoholic beverages to individuals under the age of 21. The Management at the Greencroft Club reserves the right, at its discretion, to terminate service of alcoholic beverages to any individual at any time. Club service personnel must handle all alcoholic beverage service. For all functions that require additional bars, such as an outside bar, there will be a \$150 setup fee per bar. This includes one bartender.

Confirmation and Guarantees

The final guarantee of attendance must be submitted 7 business days prior to the event date. The club is closed on Mondays and is not a business day for the club. Once the guarantee is given, it is not subject to reduction. If not given within this time, the Events Department will charge for the number indicated on the original contract. Should the number of attendees increase the day of the event, the actual number served will be charged. We will prepare and set up for 5% over the guaranteed amount for all events. If any additional guests arrive over the 5%, we cannot guarantee that your menu selections will be available for additional guests.

Cancellation Policy

If cancellation of your wedding/reception becomes necessary, a letter must be received in writing. If you cancel your event 30 days or less prior to the event date, you will be charged up to 100% of the estimated revenue. Payment of any cancellation fees must be made within 30 days of this written notice. If you cancel your event 30 days or more prior to your event, you may reschedule. You have 60 days from the original event date to reschedule your event to be held within 6 months of the original event date or forfeit your deposit.

Inclement Weather Cancellation Policy

In the case of severe inclement weather including several road closures, an event may be rescheduled. The event must be rescheduled to take place within 30 days of the original event date. The wedding/reception must be cancelled at least 5 hours prior to the event start time. If it is not, the Client will be charged 100% of the estimated total invoice.

Rental Items and Service Fees

Podium with Microphone: \$35.00

Use of Piano: \$150.00

Tents (for East Garden or West Lawn) Rental Price

Outdoor Chairs Rental Price plus \$1/chair setup fee over 200, Outdoor Tables, Rental Price plus \$2/chair setup fee

Tall Cocktail Table Rental Price plus \$2/chair setup fee

Easel \$5.00, Screen \$25.00

Cash Bar \$50.00 per hour; Additional Bar \$150 setup fee per bar

Cake Cutting Service Fee \$1.50 per person

Chef Fee for carving station \$25.00 per hour

Preparation of Place cards \$.50 per card; Preparation of individual menus \$.50 per menu

Additional Service \$25/hour for additional staff such as parking staff, hostess, other event staff or additional event management

Credit Card Processing Fee 3% handling fee for charges exceeding \$500.00

Tax for rentals is 5.3% and 9.3% for food and beverages; gratuity is added at 20%