

# GENERAL INFORMATION REGARDING PRIVATE PARTIES 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 event at our facility. Whether you are planning a business meeting, birthday party or wedding reception, 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 or business meeting. 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, sportswear, 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:**

<u>Main Dining Room</u> (Built In Dance Floor)	<u>Day Room Rent</u>	<u>Evening (4p.m.+ ) Room Rent</u>
Tuesday – Thursday	\$500	\$1,000
Friday - Monday	\$850	\$3,500
<i>East Garden with Main Dining Room</i>	<i>\$75 set up fee (if applicable)</i>	

### Living Room

(No Dance Floor)		
Tuesday – Thursday	\$400	\$600
Friday - Monday	\$600	\$1,500
<i>Living Room with Patio</i>	<i>\$50 set up fee (if applicable)</i>	

**The exclusive use of the Club during the week and on weekend days until 4:00 pm will be \$2,600 and \$6,000 on the weekend evenings. If no services are provided (food, beverage, etc.) there will be an additional \$500 fee for days or week nights and \$1,000 on weekend nights.**

### Patio (As Is)

Tuesday – Thursday	\$150	\$250
Friday - Monday	\$300	\$400

### Eades Room (Upstairs)

Any Day	\$100	\$150
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*If the Eades Room is needed in conjunction with another rented room for the same function, this fee is negotiable.*

### West Lawn Rental

Perfect for weddings and outdoor functions \$1,000  
Outside tents, tables and chairs are an additional charge. There is a \$100 set up fee for the West Lawn.

Room rental fees include the use of all tables, cushioned chairs, basic white table toppers, white linen napkins, all china, flatware and glassware. Any tables and chairs for use outside are provided at an additional charge.

<u>Function Room Capacities</u>	<u>Stand Up</u>	<u>Sit Down</u>
Main Dining Room	180	105 with elegant cushioned chairs or up to
140 with smaller chairs		
Living Room	75	48 with cushioned chairs or up to 55 with
smaller chairs		
Eades Room	40	25
Patio	35	26 - 35
West Lawn	300	280 with rented chairs, generally tented

### 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 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 prior to the event unless another arrangement has been made in advance.

### 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 or the last number given by email or telephone, whichever is greater. Should the number of attendees increase the day of the event, the actual number served will be charged. If any additional guests arrive, we cannot guarantee that your menu selections will be available for additional guests. The Client will also incur a \$50 setup fee for those additional guests.

### Food and Beverages

All food and beverage items must be provided by the club. 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 a second bar, such as an outside bar, there will be a \$150 setup fee.

### Cancellation Policy

If cancellation of your event 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 (school / road closures), an event may be rescheduled. The event must be rescheduled to take place within 30 days of the original event date. The event 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: \$50.00

Use of or moving of Piano: \$150.00

Tents (for East Garden or West Lawn) Rental Price

Outdoor Chairs \$1/chair setup fee, Outdoor Tables \$2/chair setup fee plus rental fee, if any

Indoor Chairs conversion of Dining or Living Room from large yellow chairs to white folding chairs: \$1/chair

Tall Cocktail Table Rental Price

Napkins other than white, \$.25 each; tablecloths other than white, negotiable

Easel \$10.00, Screen \$25.00

Cash Bar \$50.00 per hour

Additional Bar \$100 setup fee includes one bartender

Chef Fee for carving and/or action 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, hostess, other event staff or additional management staff

For events of over 90 guests, a banquet captain will be added at \$30/hour.

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

Tax for rentals is 5.3% and 9.3% for food and beverages; gratuity is added at 20% (is included in cost for a cash bar)