



EVENT GUIDELINES AND FEES



JANUARY 1, 2017
BOONSBORO COUNTRY CLUB
1709 BCC Drive | Lynchburg, VA 24503 | 434.384.2111

TYPES OF EVENTS

MEMBER EVENTS

Boonsboro Country Club members are encouraged to utilize the club's facilities for any business meeting, personal party or wedding. Priority will be given to any member booking a personal event up to nine months of the date of the event as member-sponsored event deposits guarantee the club's facilities nine months out. A member event is defined as a private event for the member and/or the member's immediate family (child, spouse, sibling, parent, grandparent, aunt, uncle, niece or nephew) and for a member's business.

MEMBER-SPONSORED EVENTS

All events held in the club's facilities must be sponsored by a Boonsboro Country Club member. Member-sponsored events will only be guaranteed nine months in advance. All charges will be posted to the sponsoring member's account. All payments are to be made payable to Boonsboro Country Club by check or cash only (no credit cards will be accepted) within 7 days after the event. Events for schools, social organizations, friends and co-workers are considered to be member-sponsored events.

PLATED MEAL

A plated meal is an elegant touch to any celebration. BCC can serve up to 300 people tableside utilizing multiple rooms. For maximum service, one entrée should be chosen in advance to be served to all guests.

For those looking to offer multiple entrée selections to your guests, we can offer the a la carte restaurant menu to groups of 13 or less, or a limited menu of three selections from our a la carte menu for groups of 20 or less. Groups of 21 or more require pre-selection from a choice of three entrees and place cards must be provided by the event contact.

BUFFET MEAL

Boonsboro Country Club is known throughout the area for its extraordinary buffet presentations. Choosing a buffet is beneficial to those looking for a substantial meal and concerned about pleasing everyone's palate. BCC can accommodate up to 300 guests for a buffet by utilizing multiple rooms. A minimum guaranteed count of 25 is required for all buffets.

HORS D'OEUVRES RECEPTION

This is by far the most popular style of reception at Boonsboro Country Club. It will generally contain a mixture of presentation stations, passed hors d'oeuvres, and finger food tables. At this event, seating will be less than the total number of guests, with an emphasis being placed upon socializing and strolling through the various rooms rather than sitting and eating in a

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single area. For this style of reception the club can hold up to 350 guests inside and up to 500 guests by additionally utilizing the patio, tents and lawn

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EVENT DATES

Special event and catering bookings are addressed on a first come, first serve basis. While we will place a tentative hold on any open date, a deposit is required to secure that date as yours. If another party inquires about the date you have on hold, you will be required to either pay your deposit or release the date. Members and members' immediate family receive first priority on dates as long as their inquiry is made at least 9 months in advance.

DEPOSITS

Weddings, rehearsal dinners, and other large parties require deposits to hold the date and are non-refundable within nine months of the event. The deposit will be applied towards the balance of the final bill. Other events may be required to put down a deposit at the discretion of Club management.

Wedding Receptions and Other Large Parties:	\$2,500.00
Rehearsal Dinners:	\$1,000.00
Christmas Season Holiday Parties and Events: (Vary by Size)	\$250.00 - \$2500.00

CANCELLATIONS

In the situation in which an Act of God (severely inclement weather or power outages) causes an event to not move ahead as planned, a postponement date will be offered to the guest in order to reschedule the event. This date will be offered by Club Management and will be the earliest, most convenient date for the Club. If the guest count is affected by the rescheduling, Club management will use discretion in billing on a case-by-case basis. Otherwise cancellations are not allowed.

FOOD MINIMUMS AND MINIMUM EVENT CHARGES

A minimum count is required in order to select any menu item from the banquet menu. A minimum of 15 guests ordering a specific plated banquet menu item (salad, soup, entrée or dessert) is required for a dinner banquet. If you have a smaller group and are unable to meet these minimums, items from the Club's a la carte (restaurant) menu will be made available in place of the banquet menu.

Wedding receptions and large social events for non-members require a minimum charge of \$4,000.00 for food and beverages (does not include service charges, room fees or sales tax) in order to obtain the Club's services for their event on Saturdays during prime time dates of April 1st through December 31st.

BANQUET EVENT ORDERS (BEO'S) - CONTRACT FOR SERVICES

All contracts for special events and catering functions must be obtained through Club management and agreed upon prior to the event and all changes must be approved and agreed upon in advance by Club Management.

FINAL COUNT

The Club requires a final count for the number of guests attending your event for the purpose of food guarantees, staffing, and billing. Final counts for weddings are due 10 days prior to the event. Rehearsal dinners and banquets are due 48 hours prior. Reasonable consideration will be made in unforeseen situations in which changes need to be made within this time frame.

MENU CHANGES

Changes in the menu from the planning meeting may be made up to seven days prior to the event. We offer menu alternatives for special dietary requests as long as they are made in advance. If the actual number of guests exceeds the final count on the day of the event, the Club will only be responsible for accommodating 5% over the final guest count with original menu selections otherwise a different meal may be served to accommodate your guest.

SERVICE CHARGE AND SALES TAX

A 20% service charge (gratuity), 5.3% sales tax and 4% meals tax (when applicable) will be added to the total bill. In the event that an organization is tax-exempt, tax exemption status forms must be turned in at the on-set of planning an event. (Note: taxes are subject to change without notification)

DECORATIONS

All decorations (floral arrangements, pictures, centerpieces, etc.) are the responsibility of the guest. All decorations must be removed immediately after the event is over unless arranged with Club management in advance. Otherwise the Club will dispose of the decorations as necessary. No decorations may be attached to walls or ceilings and must meet all fire code requirements.

EVENT PLANNERS

In order for BCC to provide the highest level of service, all event planners are required to meet with Club Management prior to the day of the event. Also, any event timelines and details must be presented prior to the day of the event.

FRONT LAWN AVAILABILITY

Boonsboro Country Club's front lawn is reserved for members only from May 1st through Labor Day weekend. (Wedding Ceremonies will be allowed on the Front Lawn between the hours of 2:00 and 5:30 pm).

BARTENDERS

All bartenders will be provided by Boonsboro Country Club. The standard at the Club is one bartender per every 75 guests. Management reserves the right to adjust this number on a case by case basis. In the event that more bartenders are required by the host they will be provided at an additional fee for bartender.

OPEN BARS

All beverage products on an open bar are billed based upon consumption. Soft drinks and beer are counted per item while liquor and wine charged by the drink or glass. The number of glasses of liquor and wine in a bottle is calculated by Club Management and is converted to a per glass count. Example: we charge 5 glasses of wine per 750 ml bottle or 42 drinks per ½ gallon of liquor.

BANQUET BEVERAGE

All plated and buffet events will receive a \$2.25 per person banquet beverage fee to cover iced tea service, if requested, coffee service with dessert, and any other non-alcoholic beverage requests during the meal period. Drink orders will not be taken tableside by the service staff, but served upon request only.

- ❖ If you would like to set up a self-serve beverage station the cost will be \$3.50 per person.

SPECIAL BEVERAGE ORDERS

Any specially requested wine, liquor or beer may be ordered through the Club with a minimum of 14 days' notice prior to the event. In the cases of special orders the guest will be responsible for payment of the entire order based upon Boonsboro Country Club pricing, not just the quantity consumed. Club Management will calculate the amount of product to order based upon previous events, guest count at the time order is placed, and any other information that would be pertinent.

ABC RULES

Boonsboro Country Club observes the laws regulating the sale and consumption of alcoholic beverages according to the Commonwealth of Virginia's ABC Board. We reserve the right to refuse service to anyone at any time. All bars will close no later than midnight. No alcoholic beverages may be brought onto club premises or may leave club premises.

DRESS CODE

The Club expects all members and guests to adhere to the established dress code which includes Club Casual, Semi-Formal and Formal dress. When a room is reserved for a private event the group may be allowed to alter the dress code at the discretion of Club management.

EVENT SERVICES

BOONSBORO SIGNATURE SERVICES

To help the guests of honor enjoy their reception on a very hectic day, we're happy to offer two options for the bride and groom's dining.

BRIDE'S BASKET

Our Bride's Basket service allows the bride and groom to enjoy the food and beverage offered at their reception at a location and time of their choosing. Our staff packs the basket and when bottle of wine is included; it will be added to the wine charge on your bill). If a Basket is needed for this service, a charge of \$39.99 will be applied to the final bill.

THE GETAWAY ROOM

The Library will be used as a Getaway Room for the bridal party, and selected guests of the bride and groom (typically bridal party, parents and grandparents) to relax and "catch their breath" before their entrance to the wedding reception. An attendant of the club will be on duty to cater to the group's needs for food and beverage.

WEDDING CEREMONIES

Boonsboro Country Club would be happy to host your wedding ceremony. Fees for this service are listed under Event Fees. Please note, if the ceremony is outside, between the months of May and October, our front lawn lights will be up over the front lawn. The removal of these lights is not included in the Ceremony fee. If removal is needed, there will be an additional fee.

ROOM DESIGN

All specifications for room layout and design, such as number of tables, seats, head tables, gift tables, podium, microphone, etc., must be handled in advance. The club will do everything within its capabilities to accommodate special requests for table shapes and sizes, however due to the shape of the various rooms and available storage space, these requests cannot always be met. Additional audio-visual equipment is the guest's responsibility.

FOOD TASTING

A tasting may be set up with the Executive Chef to help determine the menu for your special event. The bill for the food from the tasting can be added to the bill for the event after a deposit has been made. Tastings are limited to 3 entrees and 8 hors d'oeuvres. If you are having a tasting for a buffet, you must attend our Wednesday Night Buffet or Sunday Brunch and we will prepare up to 4 entrees, 2 starches, 2 vegetables, 2 specialty salads of your choice for you to sample. The pricing of a food tasting is dependent upon your selections. Advance arrangements must be made to have a tasting with the Executive Chef.

OTHER SERVICES

The wedding cake may be cut by the Club's banquet staff at no charge. A cake knife and toasting flutes are available for use at no charge. Many choose to provide their own knives and flutes; however the Club accepts no responsibility for these items if they are lost, stolen, or damaged. These items must be removed immediately following the event.

FULL SERVICE EVENTS AT BOONSBORO

Club Management at Boonsboro Country Club is committed to providing assistance with any aspect of your event not covered solely by the club. We are pleased to make arrangements for specialty linen, live entertainment, DJs, floral arrangements and decorations, tables, chairs, tents, dance floors, audiovisual equipment, etc. All additional services provided by the Club will be charged at original invoice amount, with the addition of a 20% service charge.

EVENT FEES

VENUE FEES

Venue fees are billed for special evening events that are held at the club. Our reward to charities is a waiver of the venue fee. For Club members, their immediate family and member businesses the venue fee will be waived.

VENUE FEES

❖ Wedding & Wedding Receptions	3,000.00
❖ Evening Events, Dinners & Receptions	1,000.00
❖ Not for Profit Charity Events	Fee Waived

ROOM MAINTENANCE FEES

❖ Library	No Charge
❖ Ballroom, Landing and Patio	650.00
❖ Large Formal Dining Room	75.00
❖ Small Formal Dining Room	75.00
❖ Large & Small Formal Dining Room Combo	125.00
❖ Cocktail Lounge	75.00
❖ Patio	75.00
❖ Cocktail Lounge & Patio Combo	125.00
❖ Front Lawn	500.00
❖ Upper Club (all rooms and Patio)	900.00
❖ Front Lawn Combo (all rooms, Front Lawn and Patio)	1,300.00
❖ Total Club (including grille)	2,000.00

EQUIPMENT FEES

❖ Tent Fee with Lights for Patio	450.00
❖ Mirror and Votive per table	No Charge
❖ Gold Charger	1.00 a piece
❖ Wireless or Lavalier Microphone	50.00
❖ Projector Screen (Small/Large)	25.00/50.00
❖ Pull Down Screen in Ballroom	No Charge
❖ LCD Projector (No laptop will be provided)	125.00
❖ TV/DVD Player	50.00
❖ Document Copies (Menus, etc.)	.50 a piece
❖ Piano	100.00
❖ Removal of front lawn lights or ballroom lights	300.00
❖ White, Outdoor Chairs (Great for ceremonies)	3.00 a piece

ROOM MAINTENANCE FEES

Room maintenance fees are billed for the set-up and clean-up of specific rooms. These fees are applicable to all club generated events and discounted by 50% for club members and their immediate family.

PROPERTY DAMAGE FEES

The individual or group hosting the event will be responsible for compensating the Club for damage to the Club’s building, grounds, facilities, equipment, and fixtures. Examples are:

- ❖ Broken Glasses 5.00 each
- ❖ Damaged Tablecloths 25.00 each
- ❖ Walls/Floors Ceilings repair cost
- ❖ Furniture/Fixtures repair cost

WEDDING CEREMONY 500.00

This fee applies to those who wish to have their wedding ceremony at the Club. The wedding ceremony may be held on the Front Lawn, Patio or within the building.

LADIES COTTAGE & LOUNGE PREPARATION \$1,000.00

This fee includes all day preparations, the use of the Ladies Cottage for the bridal party and the Lounge for the groomsman party. All food and beverages must be purchased through the Club. No outside food, beverages or alcohol may be brought on the property.

REMOTE CEREMONY LOCATION (Limited Times Available) 2,000.00

This fee applies to any location that is not the Front Lawn, Patio or within the building for a ceremony.

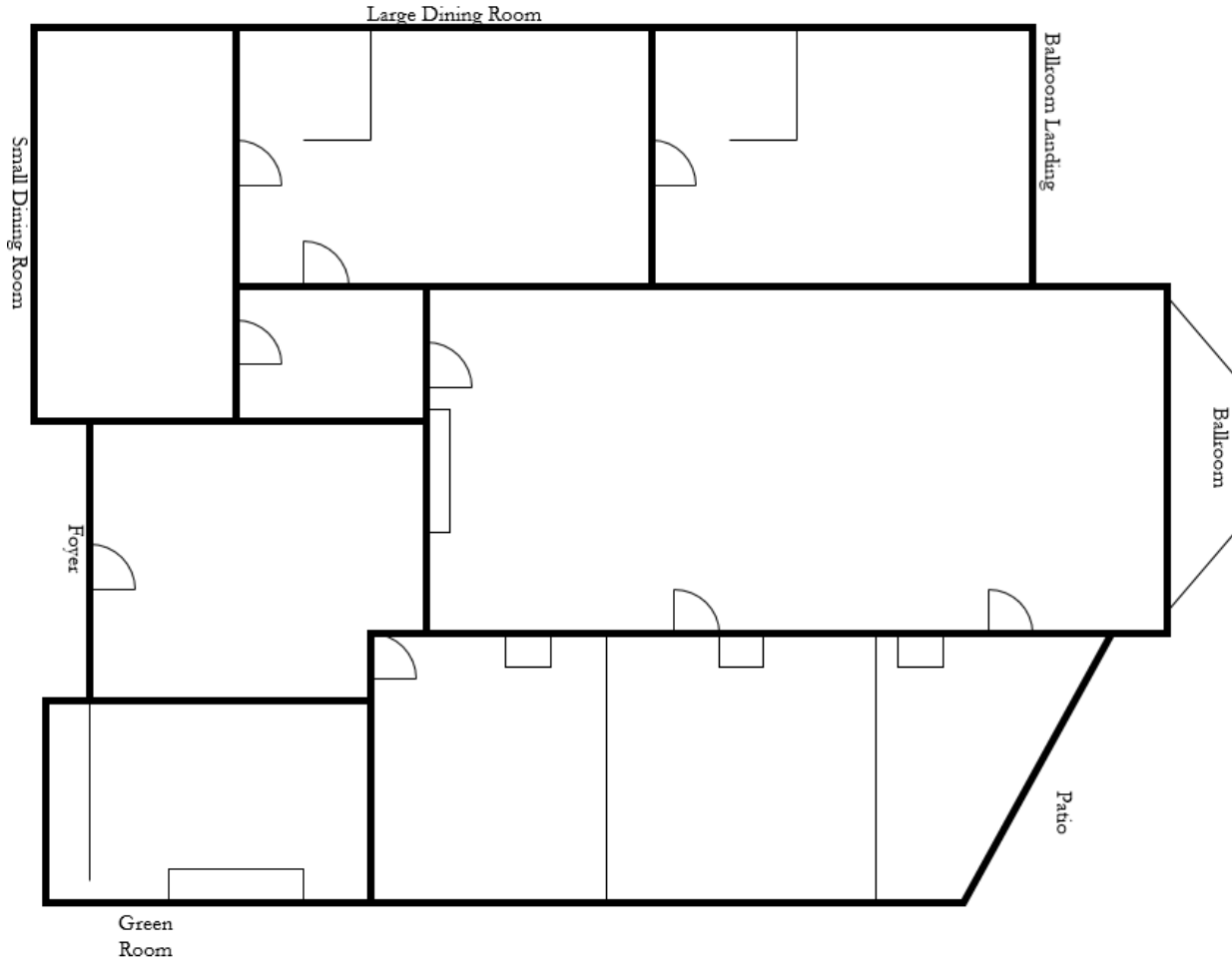
WEDDING CEREMONY COORDINATION 400.00

If you would like our Catering & Special Events Director to help with the organization and execution of your ceremony, we are happy to assist you. This fee includes reviewing details at any point during the planning process, assistance during the ceremony rehearsal and assistance on the day of the ceremony.

ROOM CONVERSION FEES 500.00

This fee applies to those events requiring a change in the set-up partway through the event. For example, if the same room is hosting a wedding ceremony and then needs to be reset for a wedding reception for the same event, this fee is charged.

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ROOM CAPACITIES AND DIMENSIONS

Room	Dimension	Cocktail	Buffet	Plated
Library	29' x 16'	22	n/a	22
Lounge	27' x 22'	40	n/a	32
SDR	27' x 22'	42	24	36
LDR	37' x 22'	60	36	50
Ballroom	66' x 27.8'	200	180	180
Ballroom Landing	28' x 17.8'	50	40	40
Grille	35' x 26'	n/a	66	66
Tented Patio	38' x 18'	40	n/a	40
Upper Club	All rooms	425	325	325