



Banquet Agreement

**Member/Sponsor
Contact Info**

#

**Event Name
Date**

Member Signature _____

Special Event and Meeting Guide

Thank you for considering Kings Country Club. Whether you are planning a business meeting, golf tournament, birthday party or wedding reception, you are sure to find a menu to satisfy your needs and please your palate.

Kings Country Club has a variety of 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, Kings Country Club.

For further information, please contact **Rene Vicencio** at **559-582-0740 ext. 155** or Email at (cafe_events@kingscountryclub.net).

All Club events are limited to a capacity of 250 persons.

Private Function Parameters

Dress Code

Init_____

Men must wear collared shirts no tank tops or T-shirts. Ladies may not wear tank tops, tube or halter-tops. The dress code will be enforced at all times while on the Kings Country Club.

Hours of Operation:

Kings Country Club is flexible in scheduling the times and duration of events. There is an additional charge for events lasting more than six hours. All indoor music must end by midnight. Functions with music outside must also conclude by midnight.

Deposits and Payments:

Init_____

A Non-Refundable deposit equal to 50% of the facility fee is required to guarantee the selected date. The deposit is applied to the total amount due for the function. Upon menu selections, 50% of the estimated balance is required. Payment is due in full two weeks (ten business days) prior to the event. Patrons who are not members of the club shall pay 100% of the estimated cost ten days prior to the event. The balance of all charges are payable the day of the event.

Confirmation:

A guaranteed number of guests attending each function is required two weeks (ten business days) prior to the event. If a guarantee is not received, the Club will bill the host for the estimated number of guests or the actual number, whichever is higher. This is a financial commitment and is not negotiable.

Contract:

Once the deposit is received, planning for your event will proceed through scheduled meetings between all interested parties and a Club representative. Once all the details are finalized, a contract itemizing the food and beverage arrangements, room charges, service charge and sales tax, etc. will be given to the host. Once reviewed, the host will sign and mail or fax a copy of the contract back to the Kings Country Club. Any adjustments or changes made after going to contract requires approval by Kings Country Club and may result in additional charges.

Gratuity/Misc:**Init_____**

With the exception of wedding cakes or other special occasion cakes, all food and beverage consumed at Kings Country Club must be purchased from Kings Country Club. **No leftover food may be removed from the clubhouse.**

The **gratuity is 18%** and Kings County's **sales tax is 7.5%**. Kings Country Club will not assume any responsibility for any loss or damage of any merchandise or articles left at the club prior to, during or following any function.

Alcohol Policy:

Kings Country Club adheres to the rules and guidelines outlined by the State of California Alcohol Beverage Commission. Neither the Club nor its staff will serve alcoholic beverages to individuals under the age of 21. The Management at Kings Country 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 bartender, a setup fee of \$200 will be charged.

Weddings:

A wedding ceremony may be held at the Club. All candles must meet Fire Department Regulations. Please check with Club Management as to the specifications. The Club must grant permission for the placement of any flowers or decorations inside or around the clubhouse (e.g., stairwells or front entrance) except for the actual function room that has been booked.

Function Room Capacities:

Some areas of the Club, mainly the café and bar area are for the explicit use of our members. Non-Members and Private Function guests are not permitted to those areas. The capacity of each room may change depending upon equipment, such as buffet tables, displays, etc.

Ballroom (without dance floor)	160
Ballroom (with dance floor)	140
Partial Ballroom	Under 100
Outdoor (Lawn Area)	250

***Parties with more than 150 guests will have additional charges for chair and table rentals.**

Facility Fees (Sunday – Thursday):

Ballroom (100+)	\$750	___
Partial Ballroom (99 or Less)	\$300	___
Patio	\$100	___

Facility Fees (Friday & Saturday):

Ballroom (100+)	\$1500	___
Partial Ballroom (76-99)	\$800	___
Private Luncheon/Dinner (75 or Less)	\$500	___
Outdoor	\$1000	___

*Standard linens, China, glassware and silverware are included in the facility fees for parties of 150 or fewer guests; **ADDITIONAL FEES APPLY TO LARGER PARTIES AND TO ITEMS LISTED ON FOLLOWING PAGE.**

**Prices subject to change

Init___

Kings Country Club Events Pricing

Item	Price	Quantity	\$ Tot
Security Deposit (Non-Refundable)	\$500	_____	_____
Security Guard (mandatory for events of 100+)	\$200	_____	_____
Bar Set Up/Minimum	\$200	_____	_____
Hosted Domestic Keg	\$375	_____	_____
Hosted Import Keg	\$425	_____	_____
Extra Hour Overtime (After Midnight)	\$200	_____	_____
Dance Floor (12X12)	\$300	_____	_____
Specialty Linens (Floor Length Tablecloths)	\$15	_____	_____
Table Skirting	\$15	_____	_____
Cocktail Tables	\$9	_____	_____
White/Black Plastic Folding Chairs	\$1	_____	_____
White/Black Resin Folding Padded Chairs	\$3.50	_____	_____
Champagne Flutes	\$.50	_____	_____
Irish Coffee Mugs	\$.50	_____	_____
Additional Guest Setting *10" plate- 4" plate- Knife, dinner fork, salad fork and goblet	\$2.25	_____	_____
Wine Glasses	\$.50	_____	_____
Additional 6' Tables	\$9	_____	_____
Additional 5' Rounds	\$9	_____	_____
Grand Total			\$_____