



FORT COLLINS COUNTRY CLUB



EVENT PLANNING GUIDE: SERVICES AND PROCEDURES

The Fort Collins Country Club is a member-owned Country Club that was founded in 1959 and has established a tradition of fine dining and elegant entertainment. Our staff is professionally trained to assist you in every step of your event planning and is dedicated to the highest standards of quality that will ensure your event is an occasion for all to remember. This guide outlines the Club's policies in respect to member and non-member events, pricing, and other aspects involved in planning your event. Booking your event should be done as early as possible, as our schedule fills rapidly—especially for summer wedding receptions and Christmas parties.

Scheduling and Deposit Policies

Club members may reserve banquet space up to 15 months in advance for personal, business and family events. Club members may sponsor banquet events at the Club for non-members. Non-members without a member sponsor may also book banquet space 12 months in advance. Arrangements for a sponsoring member will be made with the assistance of the Club's Sales Office. All attendees at the event become the guests of the sponsoring member. Member sponsors guarantee payment on the event, are responsible for the actions of their guests, and should be in attendance at the event.

The Club does not charge room fees for member events. For all non-member events, a non-refundable room fee is required when booking banquet space and may be paid by cash or credit card. **This room fee will be waived for non-profit groups.** No function will be considered definite until the room fee is received.

During the month of December and for high requested dates throughout the year all member and non-member events will require a non-refundable deposit equal to twenty (20) percent of the estimated food cost of the function to reserve the date. This deposit will be applied to your outstanding balance at the end of your event.

For non-member events a non-refundable deposit equal to fifty (50) percent of the estimated cost of the function is required upon receipt of the Banquet Event Contract which will be applied to your outstanding balance. All fees and deposits become non-refundable 90 days prior to the event unless the space reserved can be rebooked.

If an event is canceled by the mutual consent of the Fort Collins Country Club and the client due to inclement weather or other mitigating circumstances, the actual expenses of food and labor incurred by the Fort Collins Country Club during the preparation will be charged.

Full payment, less applicable deposits, of non-member events will be anticipated upon conclusion of the event. The Fort Collins Country Club accepts cash and Visa, Master Charge, Discover and American Express credit cards for **non-member events only.**

The balance due may be charged to a credit card on the date of the event. A credit card number will be taken with the deposits on all non-member events as guarantee of final payment. Because this is now available, we require full payment for all non-member events **on the date of the event.** Members of reciprocal clubs who are hosting a banquet will also be encouraged to pay by credit card if they desire. Unless other arrangements are made, all charges incurred for a special event hosted by a Club member will be billed to the member's account on the date of the event.



Room Availability and Fees

<u>ROOM</u>	<u>MAXIMUM DINING CAPACITY</u>	<u>FEE</u>
Allen-Baker Room	80- 100 People	\$300.00
Chapin Room	70 People	\$100.00
Grand Ballroom	250-300 People (*)	\$400.00
Grill Room	45 People (**)	\$125.00
Gazebo	Varies (***)	\$150.00
Kids Klub Room		\$ 40.00
Sinnett Room	14-16 People	\$ 50.00

(*) The Grand Ballroom may be divided into 2 different configurations, allowing us to customize private events and business meetings of most any size. For a plated dinner, the Grand Ballroom will seat 250 people. For buffet lunches and dinners, the Ballroom will seat approximately 225 people. This area can facilitate up to 250-300 guests for seminars. Some set-up requirements may dictate the actual number of attendees that can be accommodated.

(**) The Grill Room is available for private evening parties in December, January, February and March on a limited basis.

(***) The Gazebo is available, on a limited basis, for private functions and wedding ceremonies.

Club members are not required to pay a room fee for their personal function, if the Club supplies food and beverage for the event. If a room is used by a member for a meeting with no food and beverage, a usage fee will be charged to cover the cost of setup and break down of the room.



Banquet Event Order - Contract Sheet

Prior to your event, you will receive copies of the banquet event order-contract which will detail the services provided. Please read the event sheet carefully and make any necessary additions or corrections, sign and return one copy to the Banquet Sales Office. This event sheet serves as a contract for the services provided.

Count Guarantee:

The guaranteed number of guests attending is required five business days in advance of the function. Charges will reflect the guaranteed count, or actual number of attendees, whichever is greater.

Service Charge and Sales Tax:

Service charge of 20% and current state and county sales tax will be added to prices quoted. According to our Club policy, all service personnel share in the service charge. Groups requesting a sales tax exemption must submit their exemption certificate prior to the date of their event.

Damages and Losses:

The Fort Collins Country Club is private property. Banquet clients and their guests are not permitted on the course or practice facilities at any time. Guests are limited to the areas of the Club that have been rented for your event. Clients are expected to monitor their guests, especially children, and will be held accountable for any damage done to the golf course and its surrounding facilities, including the clubhouse. The signer shall be responsible for any damage to the Club property or facilities beyond ordinary wear and tear and will be billed for any such damage. Determination of the amount of such damage shall be within the sole jurisdiction of the Club and payment for such damage shall be due within 10 days following the event. An itemized list of all damage charges will be given to the signer.

The Fort Collins Country Club will not be held responsible for any lost or damaged items. This includes any items left before or after your function.

The signer of the event agreement agrees to run the function in a timely manner. In the event said function runs overtime, the signer agrees to pay any overtime and/or costs paid out by the Club beyond the established closing time of the event.

The Fort Collins Country Club is a smoke-free environment. Smoking is only permitted outside the buildings. There are designated smoking areas with fireproof receptacles.

Animals, with the exception of guide dogs, are not allowed at the Fort Collins Country Club.



Amenities Provided at an Additional Cost

AV Rentals	Quoted by the Banquet Sales Manager Our Podium/Mic and Projection screen are available free of charge.
Other Rentals	The Banquet Sales Manager will assist you in renting tents, chairs and any other decorative items that you may desire. Charges incurred for all rentals will be based on the Rental Company Bid, plus 15% of the total rental costs.
Additional Staffing	Coat check \$10.00 per hour Valet parking attendants \$15.00 per hour per attendant Staffing to assist with reception or event decoration at \$25.00/hr. Additional staff at \$17.00 per hour per person. Tech assistance at \$80.00 per hour.
Linens/Candles	House Linens are available free of charge for every event. We offer Champagne, Forest Green or Burgundy napkins and Champagne tablecloths. The Banquet Sales Manager can provide color swatches for you to look at should you wish to rent a specialty color of linen, chair covers and sashes. Prices will be quoted per rental bid. White Votive candles and mirror tiles are provided free of charge. You are welcome to provide your own if you prefer. All candles must be enclosed.
Entertainment	You are welcome to contract your own entertainment, keeping in mind that the space you book may dictate entertainment options. The Banquet Sales Manager can provide you with a list of professional entertainers and/or make necessary arrangements upon request. The Fort Collins Country Club reserves the right to approve all vendors who work at the site.
Floral Arrangements	You are welcome to contract a florist of your choosing, or the Banquet Sales Manager can provide you with a list of professional florist and/or make necessary arrangements upon request.
Dance Floor	We offer a fully portable dance floor that can be placed in most any location in the Grand Ballroom at no charge. Outdoor dance floors are available and charges will be quoted per the Rental Company bid.
Ice Sculptures	We offer a variety of sculptures starting at \$200.00.
Event Planning Assistance	The Club provides professional event planners to assist with your site related details, vendor needs and all unique desires.
Children's Room	We have a Children's Room with TV/VCR, Sony Play Station, and games. A babysitter hired by the contract person to monitor the children's room during your event is required.



Food and Beverage Policies

All food and beverage consumed on the premises of the Fort Collins Country Club must be provided by the Club, with the exception of wedding and specialty cakes. Due to health standards and insurance liabilities, no food or beverage is to be taken from the Club excluding specialty cakes.

Menu Selection:

Please feel free to discuss any menu ideas you may have for your event with our professional staff. The Club can prepare nearly any menu that you desire, or you may make your selections from the Banquet Menus. To allow for proper preparation, all menu selections should be completed and in contractual form two weeks prior to your event.

Beverage Service:

A full range of beverage service options is available to complete your banquet experience at the Fort Collins Country Club. The Host of the event ultimately determines which bar products will be made available to his/her guests. These arrangements will be outlined in the event order-contract for each event.

For functions that dictate the need for a full service bar, a \$200.00 minimum purchase is required. If the sales minimum is not met, a fee of \$50.00 will be assessed for labor and set-up. Cocktail service is provided for every function at no additional cost.

State liquor laws provide that no alcoholic beverages may be brought onto or removed from the premises. The Host is responsible for the actions of their guests at function time. The Host shall insure that those persons attending and obtaining fermented malt and alcoholic beverages are of legal age to do so. The Fort Collins Country Club may refuse service of alcohol to any guest at its discretion.

Alcoholic product may be donated through a licensed liquor distributor for charity and non-profit organizations only. There will be a charge for serving the donated product

Hosted Bar

The Host of the event is charged at the conclusion of the function for the total number of drinks served.

Cash/Subscription Bar

Individuals are charged per drink on a cash or member-subscription basis.

Hosted/Cash Bar

The Host of the event pre-determines which bar products will be provided at no charge to the guests. The Host will be billed per consumption of the named "hosted" beverages. All additional bar products will be sold to the attending guests on a cash basis.



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Specialized Wedding Services

Food and Beverage Minimums

Each wedding reception requires a minimum purchase of food. Your choice of entrée will be included towards the food minimum.

Daytime Service 9 AM – 3 PM: \$28.00 ++ minimum. 3 PM – 12 AM: \$37.00++ minimum.

Colorado food service regulations prohibit service of food and beverage in any licensed area when such food and beverage is not prepared and served by the Fort Collins Country Club.

Colorado food service regulations also prohibit us from wrapping up un-served food from a buffet and giving it to a guest attending the event. The exception to the above applies to wedding and specialty cakes.

Wedding Consultations

Our Sales Manager/Wedding Coordinator will provide an array of services to accommodate your every need and help you make the necessary arrangements for your event. Appointments are recommended and appreciated.

Wedding Cake

Professional referrals are available upon request. We will cut and serve your wedding cake free of charge.

Dance Floor

We offer a fully portable dance floor that can be placed in most any location in the Grand Ballroom at no charge.

Outdoor Dance Floors are available and charges will be quoted per Rental Company Bid.

Linens/Candles:

House Linens are available free of charge for every event. We offer Champagne, Forest Green or Burgundy Napkins and Champagne Tablecloths. The Banquet Sales Manager can provide color swatches for you to look at should you wish to rent a specialty color of linen, chair covers and sashes. Prices will be quoted per rental bid.

White Votive candles and mirror tiles are provided free of charge. You are welcome to provide your own if you prefer. All candles must be enclosed.

Chair covers and sashes are available at a cost of \$3.75 - \$4.75 per chair. There will be an additional labor charge for placement of the chair covers and sashes.

Entertainers

We invite you to hire Bands, Disc Jockeys, String Quartets, Pianists, or other Entertainers.

The Banquet Sales Manager can refer professional Entertainers upon request.

Deliveries

All deliveries by florists, bakers, etc., must be arranged and confirmed with the Sales Manager so items will be properly received and stored safely. The Fort Collins Country Club is not responsible for items left here before or after your event. Forgotten items must be claimed within two days after your event.

Wedding Ceremonies

The Fort Collins Country Club will host wedding ceremonies, when the reception is also being held at the Club, in the following locations:

- The Grand Ballroom and the outdoor Gazebo

Ceremony Fees

Our ceremony fee is \$500.00. This fee includes labor required for the set up (up to 3 hours prior to the ceremony) of your wedding chairs, and any additional guest book, gift or unity candle tables. An additional room rental fee will be charged to non-members for the reception room. Chairs are an additional \$2.00 to \$9.80 plus tax for outdoor ceremonies.

If both the ceremony and the reception are held in the same room there will be an additional fee to cover the labor for room turnover from the ceremony to the reception event.

The addition of any extra décor is the responsibility of the guest.
Client pays all rental expenses associated with the ceremony, plus 15%.

Ceremony Consultation Fee

An event well planned is an event fully enjoyed. Many details are involved in coordinating your ceremony and reception. The Fort Collins Country Club provides an experienced Wedding Coordinator to assist you with the planning from beginning to end of your ceremony and reception. This service includes assistance for the rehearsal and the day of your ceremony. A consultation fee of \$400.00 will be charged for every ceremony.

Your Wedding Coordinator

You are more than welcome to have your own coordinator, in addition to the Fort Collins country Club coordinator. We suggest that your private coordinator concentrate on pampering the bride and allow our coordinator to do on-site activities, as she is familiar with the Club and its policies.

Tents

A \$500.00 tent rental fee will be charged for the use of the Fort Collins Country Club tent. If a rental tent is required for the event, the Sales Manager will assist with the contracting and set up. Charges for a rental tent will reflect the rental cost with setup plus 15%.

Dressing Area

A dressing area for the bride and attendants is available. Your personal valuables are your responsibility and we suggest they be kept near you.

Rehearsal

Rehearsal time is available to you and will be coordinated by the Sales Manager. If your ceremony area is not available the day of your rehearsal we will provide other space. Your Wedding Coordinator will guide you and your wedding party through the rehearsal.