

# *Booking Agreement for River Club Events*

## *General Guidelines*

A private function is an event where the sponsoring member desires to reserve the use of one or more of the club's facilities for exclusive use of the member's private function. Any meeting, banquet or other private function held at the River Club must have a member as a sponsor. The sponsoring member will be personally responsible for all charges and payments related to the event. The sponsoring member is also responsible for the conduct of the event's guests and for damages incurred by themselves or guests.

The Club is not responsible for the loss of personal property brought to the Club by members or guests.

Members and guests are responsible for all items brought into the Club for the event. All items must be removed from Club property immediately following the function unless prior approval is given by the General Manager.

Menu pricing is guaranteed for a period of 60 days prior to the event. Events booked more than 60 days in advance are subject to seasonal and/or market changes in menu pricing based on the most recent cost of selected food and beverage items.

## *Rental Guidelines*

If a group requests the use of a room that is typically open for member use, the request must be approved by the Catering Manager and will carry an opening fee determined by the General Manager. For a social function, in order to be exempt from the club usage charge, the function must be for a member, member's spouse, member's child or grandchild. Other family members and friends will be subject to this charge.

For a corporate function, the party must be for the member's company and the reservation must be made by the member or the member's secretary/assistant.

The River Club is closed on Tuesdays. A request for use of the clubhouse on a Tuesday is subject to approval by the General Manager. *An additional charge of \$1,000 will be charged for a Tuesday opening.*

All Functions are permitted a maximum of 5 hours. Should your Party extend past this time, a fee of \$250 per hour will apply. In addition, should your event extend past 12 midnight a fee of \$500 per hour will apply. All persons/vendors must be off-site by 1:00 a.m. (no exceptions)

## *Pricing and Service Charges*

All private function food and beverage sales are subject to a 22% service charge and a 6% state sales tax. Under Georgia state law, the service charge is deemed a part of the sales price and is subject to the sales tax. Liquor is subject to an additional 3% liquor tax as required by Gwinnett County. Food and beverage prices are not guaranteed until 60 days prior to the event. All billing for a private function will go through the members account unless prior approval is granted by the club's General Manager.

Deposits of up to 50% may be required to hold a date depending on the time of year and are non-refundable. A total of 100% of the estimate is due at the time of the event.

**River Club members shall not be subject to room rental fees. There will however be Food and Beverage Minimums required for booking a private event.**

### *Food and Beverage Minimums are as follows:*

	<u>Before 4:00pm</u>	<u>Evening after 4:00pm</u>
Ballroom	\$1,000	\$2,000 (Monday-Thursday) \$3,000(Friday-Sunday)
Pavilion and Lawn	\$1,000	\$2,000(Monday-Thursday) \$3,000 (Thursday-Sunday)
Ballroom and Pavilion	\$1,750	\$4,000 (Monday-Thursday) \$5,000 (Friday-Sunday)
Sunroom	\$750	\$1,000
Men's Lounge	N/A	\$1,500
Entire Clubhouse	N/A	\$15,000

## *Miscellaneous Fees*

Votive Candles	Complimentary if requested
House Linens	Included
Valet Service	\$180.00 each
Chef attendant	\$200.00 each
Bartender Fee	\$200.00 each
Cake Cutting Fee	\$2 per person
Room Turnover Charge	\$300.00
Coat Check Attendant	\$75.00 each
Smartboard	\$100.00
Bose Sound System	\$150.00

\*\*The River Club will provide 75 standard banquet chairs per event. In order to accommodate appropriate seating for your function, The River Club may need to rent chairs on your behalf. The number of chairs and actual price will vary based on the type of chair and the quantity required for your function. **All rentals will be subject to applicable sales tax and delivery fee.**

## *Cancellation Policy*

Events scheduled with or without a booking deposit, will be charged a cancellation fee as follows:

7 Days or less from event; 100% of the estimated charges

30 Days or less from event; 50% of the estimated charges

60 Days or less from event; 20% of the estimated charges

Estimated charges will be based on the number of people given to the club upon reserving the space and approximate food and beverage charges based on current menu pricing. Food and beverage minimums will be taken into consideration as well.

All cancellation charges will automatically be billed to the sponsoring members account unless other arrangements have been made.

## *Private Function Guarantees of Attendance*

A final guarantee is due 7 days prior to the event unless the event is held on a Tuesday, in which case the final headcount is due by 5:00 p.m. on the Friday prior to the event. In the event a final number is not received by the deadline, the number of guests originally indicated to us will become the guaranteed number of guests for billing purposes. Final event charges will be based on the final guarantee or the actual number of guests, whichever is greater.

## *Room Assignments*

Rooms will be reserved on a first come, first served basis. However, should the guaranteed attendance count vary significantly from your original estimate and it is determined by the club that your event can be better served in another available space, the Club reserves the right to relocate your event. The event will not be relocated without the host being notified in advance.

## *Food Service Guidelines*

Food replenishment will be continuous for a time span of three hours only, unless the quantity of food provided by the member or client does not allow the three hour duration. All food still remaining on the buffets will be cleared 45 minutes prior to the end time of the function. Additional charges will apply if any additional replenishing time is requested.

## *Gwinnett County Health Department Regulations*

Gwinnett County Health Department and Georgia state alcohol laws require that all food and beverage that is consumed must be prepared and/or served by the River Club with the

exception of cakes and certain desserts. Thus, no outside food or alcohol is permitted to be brought onto the premises. Due to County health standards and questions of liability, unconsumed food, with the exception of wedding cakes and certain desserts, cannot be taken off Club property. At no point will “to-go” bags be given to the host or to guests of a private function.

## *Alcoholic Beverage Regulations*

The River Club provides responsible alcoholic beverage service as required by Georgia state law. We will not serve individuals who appear intoxicated or who cannot provide proper identification. By State law, the River Club must purchase and provide all alcoholic beverages served and consumed at the Club. The Club reserves the right to cancel or shorten the event if these very important rules are not followed. Sponsoring members could also be fined for failure to ensure the event guests to not follow these rules.

## *River Club is a Gated Community*

The River Club is a gated community that **will only allow visitors onto the property with advance notice**. Thus, it is extremely important that we receive a list of all the individual names coming to the event. This list should include all guests, vendors or volunteers. The guard gate is instructed to **DENY** entry to anyone who is not on your list. Please help us avoid this potentially embarrassing situation by giving us a complete list of names at least 48 hours before the event.

All vendor deliveries must be arranged through the club and must be done between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday (this would include tent set-up and tear down). All deliveries must use the construction gate off Moore Road, not the main entrance gate.

## *Parking*

Parking for clubhouse and golf events is available in the lower parking lot near the practice tee. Parking for non-member events require valet service, a valet fee of \$180.00 per valet will be charged to the host of the function. The number of valets required will vary depending on the anticipated number of guests. The club has sole authority on the minimum number of valets that can be ordered for any particular event.

## *Displays, Exhibits and Decorations*

The Club reserves the right to review all entertainment. The Gwinnett County Noise Ordinance requires all loud outside music end no later than 9:00 p.m. on weekdays and 11:00 p.m. on weekends. We will enforce this policy should residents complain or the Gwinnett County police decide to enforce the policy.

All displays, exhibits and decorations must conform to Gwinnett County fire ordinances and club decorum. Nothing is to be affixed to the walls, floors or ceilings of any interior club space without prior approval. Repair charges may be incurred if staples, tape or other substance causes damage while decorating for the event. The Club should be left in the general condition in which it was found within two hours of the conclusion of the event. Any lost or broken decorations are no fault of the club or club staff.

Pre-event setup must be scheduled in advance with the Catering Director and rarely is it allowed before the actual day of the event. Member dining or other events will occur on the day before and after the client's event and therefore all setup must be done on the day of the event and breakdown/cleanup should be done no later than 2 hours after the conclusion of the event. Sponsoring members could be subject to a fine of \$250 for excessive cleaning should the event fail to adhere to club policies.

No glitter or confetti shall be used during any event.

## *Excused Non-Performance*

If the Club is prevented or impeded from performing its obligations under this AGREEMENT for any reason beyond the club's reasonable control, including without limitation, fire, flood, war, weather conditions, public or environmental disaster, governmental action (including licensing restrictions), labor disputes or strikes, unavailability of supplies, equipment breakdown or failure, restriction on club operations, or acts of God, such non-performance is excused. The client agrees that under such circumstances, the club may terminate this AGREEMENT upon return of the client's deposit, without further liability of any nature. If, however, the club's non-performance is limited to the unavailability of the space reserved by the client, the club may substitute another space in the club comparable to the original space reserved, and the client agrees to accept any such substitution.

# Booking Request Authorization

River Country Club  
1138 Crescent River Pass  
Suwanee, GA 30024  
770-271-2529  
770-271-2782 fax  
[catering@theriverclub-ga.com](mailto:catering@theriverclub-ga.com)

*Event Title* \_\_\_\_\_

*Date of Event* \_\_\_\_\_

*Time Of Event* \_\_\_\_\_

In signing, I certify that I have read, understand, and agree to abide by these policies.

*Signature of Event Host* \_\_\_\_\_

*Printed Name (Print Entire Name)* \_\_\_\_\_

*Date* \_\_\_\_\_

*Deposit (due at booking)* \_\_\_\_\_

River Club Confirmation \_\_\_\_\_