

PENDLETON COUNTRY CLUB – BANQUET FACILITY USE GUIDELINES

*~Our staff will strive to anticipate every important detail of your function.
We encourage communication related to the details of your function
to take place prior to your deposit commitment.~*



PCC Members receive a 1/2 price discount on all room rental fees.

The rental fee for the Banquet room is \$500.00 and includes:

- Linens, table settings & stemware
- Use of the outdoor deck
- Table/chair set up and tear down

Banquet meals require a 30 person minimum guarantee.

Your special function booking allows you use of the facility for 4 hours. Special accommodations for longer use can be made with prior arrangements at an additional fee of \$50 per hour.

Your banquet room will be complete 2 hours prior to guest arrival. We understand that it takes time to add your personal touch to the banquet room, therefore we ask that you express your needs to our Food Service Manager in advance so we can accommodate you.

Food/Menu Guarantees

We request your menu selection 14 days prior to the date of your event and a guaranteed minimum count of meals is due 7 days prior. A maximum of two different entrees may be served at any meal. Please see our entrée, appetizer, and dessert menus for ideas. If you are not satisfied with our menu selections, please talk with our food and beverage manager. We will be happy to help you design any menu you desire.

No Outside Food, Beverages, Alcohol or Coolers: Oregon Liquor Commission does not allow outside alcoholic beverages to be brought into any business holding a liquor license. Any person bringing outside alcohol to PCC will immediately be asked to leave without refund. Outside coolers are not allowed at PCC nor are any outside food items. The only exception is that events may bring their own personalized bottled water. Event organizers are responsible for notifying their guests of these policies.

Deposit/Payments

A non-refundable deposit of \$250.00 is required to hold the date for your event. Your final bill is due no later than 10 days after your event. Finance charges will be charged if the final bill is not paid within 30 days of the event.

Cleanup: Renters are responsible for removing all items not provided by Pendleton Country Club. This includes all decorations, rented tables and chairs, and wedding ceremony items. Cleanup must be completed by noon the day following your event.