

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.~



Banquet Room Rental Fees

<u>During Business Hours (10am – 6pm)</u>	<u>Rental Fee</u>
•With Less than \$250 Food and Beverage Purchase	\$500
•With \$250 or more in Food and Beverage Purchases	Waived

<u>After Business Hours (After 6pm)</u>	<u>Rental Fee</u>
•With Less than \$250 in Food and Beverage Purchase	\$1000
•With \$500 minimum food and beverage purchase	\$500
•With \$1000 food and beverage purchase	Waived

The rental fee for the Banquet room includes:

- Linens, table settings & stemware
- Use of the outdoor deck
- Table/chair set-up and tear-down
- Dance Floor Setup with 2 weeks prior notice

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 to this policy is wedding/birthday cake. 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 following your event. Finance charges will occur on overdue payments.

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 before noon the day following your event.