



## **Pendleton Country Club Wedding Guidelines**

*Here at PCC we will do everything in our power to help you achieve the desired outcome of your event. We welcome you to contact us at any time in regards to any detail or concern that might come up. We look forward to working with you and appreciate you choosing Pendleton Country Club for all of your event needs.*

**PCC contact Person: Tyler Brooks, GM - 541-443-8874**

**Event Guidelines:** Your event booking allows you access to the designated areas of the facility for 4 hours. If your event is going to run longer than the allotted time, you can add hours at an additional fee. You will have access to the space 2 hours before your scheduled event to make any final/personal touches. If there are any other accommodations that you may or may not need please contact the events coordinator and we will gladly do our best to assist you. Renters, or one of their representatives, are responsible for the clean-up of the banquet hall no later than noon on the day following the event. This includes removing any items that were brought in and not provided by PCC, i.e. decorations, rented tables or chairs and wedding ceremony items (unless previous arrangements are made with the events coordinator).

**Menu Guidelines:** Your menu details must be arranged no later than twenty (20) days in advance of your event. This includes an exact number of people that we will be preparing food for. We will provide a menu for you to choose from; however, if there is something that is not on our menu we are more than happy to work with you to customize. Prices will vary upon the number of people and your menu selection.

**Outside Food & Beverage:** The Oregon Liquor Commission does not allow any type of alcoholic beverages to be brought into an establishment holding a liquor license, therefore no outside food or beverages are permitted at PCC (exceptions include: wedding/birthday cake). We are able to provide 24 hours of cooled storage for your cake leading up to the event. Any persons consuming any outside alcoholic beverages will be asked to leave immediately without refund.

**Payment Guidelines:** A non-refundable deposit of \$250 is required to reserve your date. Following your event, the balance due must be paid in full within 48 hours.

**Wedding Ceremonies:** We offer multiple options for your big day. You can have your ceremony outside surrounded by our beautiful grounds with nature as your back drop with the reception located in our banquet hall. You can also have your ceremony located indoors in our banquet hall where you can decorate it to your desires. You will have full access to both our men's and women's locker rooms for all of your wedding preparations with exceptional space for both parties.

**Banquet Hall Reception: \$500.00** - This option includes use of our banquet hall for your reception. PCC will provide setup and take down of chairs, tables and provide all place settings and linens (a variety of linen colors are available). A dance floor is available with at least two weeks prior notice.

**Outdoor Ceremony: \$500.00** - The earliest ceremony time for outdoor venues is 5:00pm. PCC does not provide any of the accoutrement for outside ceremonies. Two golf cars are available for transporting wedding guests. Scheduling of setup will need to be made with the events coordinator prior to the event. If the unexpected happens and the weather does not cooperate you will be able to move your ceremony inside.

**Wedding Bundle: \$750.00-** The best of both worlds. You can have your ceremony, surrounded by your loved ones out on the grounds, and then come inside to the menu of your choosing with drinks, dancing and tons of love and laughter. A dance floor is available with at least two weeks prior notice. Rooms are available at no cost for bride and groom dressing.

*We are dedicated to providing you with the best service here at Pendleton Country Club that we can and look forward to working with you making your event all that you want it to be.*