



PLYMOUTH COUNTRY CLUB BANQUET POLICIES

Thank you for inquiring about the Plymouth Country Club . The following information describes our current policies, menus, and services .We look forward to working with you and creating a memorable occasion

You do not need to be a member of the club to book a function. Private parties may be booked without a member host or sponsor.

We charge a facility fee which includes standard tables, chairs, standard linens, silver, china, house centerpieces, glassware, break-down, clean-up and complete professional staffing. Special colored linen is available for an extra charge

We do not allow food or beverages to be brought into the club with exception of wedding cakes, celebration cakes and any edibles intended to be given as favors for your guests. Alcohol favors must be held and may not be distributed to your guests until they are departing the facility.

Club Capacity

The club can accommodate up to 225 guests for sit-down affairs. If space for a buffet is required, the capacity is 210 people. Special requests for seating may require rental items and fees that will be billed to the member or host.

Deposits and Contracts

To reserve PCC for your event, a deposit of 25% of the minimum expenditure is required. All deposits are non-refundable, but are credited towards the final payment. A signed contract BEO (Banquet Event Order) must be E mailed or faxed to the PCC prior to scheduling the event.

Menu and Event Information

All patrons must select a menu no less than twenty-one (21) days prior to the scheduled event. All arrangements must be finalized no later than ten (10) business days prior to the scheduled event

No food with the exception of wedding cake is allowed to be removed from the premises at any time.

For buffet events, children ages five (5) and under are not charged, ages six to twelve (6-12) are charged two for one, anyone thirteen (13) or over will be charged as an adult.

Plated events will be charged according to list price.



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Food and Beverage Minimums

The Plymouth Country Club requires a minimum food and beverage purchase for all dining rooms and the use of the entire facility. The use of the Vista and Bar on Fridays and Saturdays are only available if you reserve the entire facility.

(All minimums exclude service charge, state tax and cash bar totals.) Please consult your event planner for more information.

Buffet minimum is 25 people, there will be a \$100.00 set up fee on days the club is closed. All parties of 16 or more must have a set menu

PCC will not knowingly dispense alcoholic beverages to anyone under the legal drinking age or to parties considered under the influence of alcohol. It is therefore our policy that no liquor, beer, or wine may be brought in from outside services.

Engager agrees to be responsible for any damages to the premises during the period of time they are using the facilities. The club will not assume any responsibility for the damage or loss of any article left in the club prior to, during, or following the function.

Audio visual requirements must be requested no less than ten (10) business days prior to your scheduled event to ensure availability. All supplies for audio visual not rented through the club must be provided by the patron or vendor contracted (i.e. extension cords, tape, batteries, power strips, scissors. etc.)

Payment Policy

Full payment is required the day of your event. For club members, full payment is due within 15 days of receiving the final statement. Payments which remain unpaid by the 30th day will receive a late charge of 1.5% of the total unpaid balance per month.

Please see your coordinator for your balance and payment terms

Gratuity and Tax

Catered food and beverage prices are subject to a standard 17% service charge and 7% Indiana sales tax.

Guarantee

A guarantee of the number of persons attending your event is required by noon at least 5 days prior to the event. Slight adjustments can be made to this number up until 48 hours prior. The 5 day confirmed number is not subject to reduction. This confirmed number will be the amount you will be charged and responsible for even if fewer guests are in attendance. Should more than the guarantee be served, the higher number will be the billed amount.



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Cake Cutting

When bringing in your own cake for special occasions, the club does charge a \$1.00 per person cake-cutting fee.

Overtime Charges (lunch banquets)

Should you choose to extend your function longer than five hours, you will be billed \$75.00 for each additional half hour.

Overtime Charges (dinner banquets)

Events are expected to end no later than five (5) hours from the scheduled beginning time. Should you choose to extend your function longer than five hours, you will be billed \$150.00 for each additional half hour. Saturday events from Memorial Day through Labor Day have a starting time of 5:00 p.m. or later.

Wedding Cakes/Deliveries

Please request the person delivering and setting up your cake that boxes be provided for leftover cake if you are intending to take it home with you. Delivery of the cake may be made two (2) hours prior to the start of your event. PCC will not store outside food items of any kind.

For your convenience, you may drop off your guest book, photos, toasting flutes, cake accessories, napkins, etc. no more than three (3) days before your event and our staff will gladly take care of placing them for you.

We suggest you assign someone to be in charge of gathering all personal items at the end of the event.

No prior set-up is allowed other than the contracted time. Additional set-up time may result in additional rental fees.

Use of the Pavilion

There will be a charge of \$150.00 for all non Plymouth Country Club events, setup including only the existing picnic tables. Any other tables, chairs etc... will incur an additional rental fee. *Outside caterers must bring all there own supplies.*

Menu pricing subject to change.