

Banquet Policies & Procedures

Policies

As a sponsor, the member is responsible for the conduct of all guests. The member is also responsible for guaranteed payment of all costs and charges. Proper attire of guests is required at all times. No Jeans or sneakers are allowed in the Clubhouse.

Responsibilities of the sponsoring member also include assisting club management in enforcing liquor service policies and notifying Club management in advance when representatives of the news media are expected to cover a Club event.

Liquor Service Policy

The bartenders at the Club are authorized and instructed to refuse service to any minor or any member or guest whom they believe to be intoxicated. Management will also be notified.

Audio Visual Equipment Available

Easels.....	\$20.00	Standing Podium w/ Microphone.....	\$75.00
Flip Charts.....	\$20.00	Television and VCR.....	\$50.00
Screen.....	\$20.00	LCD Projector.....	\$250.00
Over head Projectors.....	\$40.00		

(All rental prices are per day. Plus 7% sales tax.)

Entertainment

The Club will gladly assist you with your entertainment planning.

Food and Beverage Service Policy

No food or beverage may be brought into the Club. No food or beverage can be taken out of the Club after any party or function.

Guarantee

A guaranteed number of attendees are due seventy-two business hours prior to your function.

Parking

Several parking facilities are conveniently located within a few steps of the Club.

Room Rental

Private banquet rooms carry a room fee based upon size. The Banquet Office will quote the fee for your event. In the event of cancellation, the room fee will be charged unless the cancellation is received within ten days prior to the event.

Payment and Cancellations

For large functions, an initial deposit may be required to hold the room on a definite basis. The deposit is non-refundable unless cancelled within ten days prior to the function. Subsequent payments may be requested depending in the nature of the event.

Reservation Procedure

A member of the Racquet Club must sponsor each function. The date of availability must be checked with the Banquet office. A room may be tentatively held for ten business days. After ten days, the room must be either confirmed or released.