



Special Events and Wedding Venue Contract

Thank you for your interest in having your special event at our club! We are determined to provide you with the best assistance in planning for it! Please do not hesitate to contact us with any questions you may have.

This Agreement is made effective as of _____, by and between Warwick Yacht and Country Club (WYCC) and (name of Client) _____.

The Clients represent that they desire to hold a special event on (date) _____ starting at _____ and ending at _____.

Eligibility: A Client must be 25 years of age and have valid Driver's License/ID or other proof of Identification. This Contract must be signed in person.

1) Venue Rental Fee(s)/Deposits:

The Clients agree to pay an initial **nonrefundable deposit** of \$250 which is due upon signing this contract. This payment serves to hold the venue for the specified date of the event, otherwise the space/room will be held only on a tentative basis. A \$250 **refundable security deposit** is due no later than 10 days prior to the event and will be returned to the Client 15 days after the event as long as the policies of WYCC have been followed and there is no damage to the property. If any damage occurs, or if any repairs or replacements need to be made, the Client shall pay for any such damage, repairs or replacements upon demand by WYCC. WYCC uses surveillance cameras on property for all around security of the Facility and its premises.

The sum agreed upon Venue Rental Fees listed in the Estimate will be due 10 days prior to the date of the event. The amount incurred during the event (bar fees, additional purchases, etc.) will be due within 3 days after the event.

2) Taxes and Gratuities:

Applicable state sales taxes apply. A customary 20% gratuity is charged on all food and beverage special event sales.

3) Menus and guarantees:

Final menu selections must be made 10 days prior to the Event. A guaranteed guest count is required 10 days prior to the Event. No adjustments to the menu will be permitted after this time. Any adjustments to the guest count are subject to a 10% surcharge per person above the contracted amount.

WYCC must provide all food and beverage items which must be consumed on property (with an exception of specialty cakes). No take out is allowed on any buffet options.

4) Date changes/Cancellations:

In the event the Client is forced to change the date of the Event, every effort will be made to transfer reservations to support the new date. The Client agrees that any expenses including but not limited to deposits and fees that are non-refundable and non-transferrable are the sole responsibility of the Client. The Client further understands that last minute changes can impact the quality of the Event and WYCC is not responsible for these compromises in quality. In the event of a cancellation, all payments made to the date are non-refundable and all outstanding payments will be due immediately. For cancellations 10 days prior to the event date, the Client will be charged 100% of the Rental costs and expenses incurred by WYCC.

5) Rules and Regulations:

The following is a list of rules and regulations to be upheld by the Client, Event Planners, Wedding coordinators and vendors who are involved in the planning and execution of the special Event on the premises of WYCC.

1. Bar:

No outside food or beverages may be brought into the facility for consumption. All alcoholic beverages must be served by WYCC Certified Staff members. The Bar closes 30 minutes before the event has ended, all alcoholic beverages will be removed immediately. All bar tabs that have not been closed are subject to an automatic 20% gratuity. Credit Cards left behind and unclaimed within a day will be disposed of. There is a NO SHOT Policy! Drunken/Violent disturbances are prohibited and subject to immediate removal from the premises. Violation of these rules may result in termination of the Event without Refund.

2. Security:

A licensed security company or police officers must be hired by WYCC for special functions involving attendees under 21 years of age. The Clients agree to pay for such service upon demand by WYCC.

3. Interference:

The Client shall use the Facility in a manner which shall not cause interference with the use or occupancy of the other portions of the Building.

4. Decorations:

All candles must be contained or enclosed in glass. Hanging decorations may not be hung with nails or screws which will damage the venue. All decorations must be approved by the Manager of the Club and removed without leaving damages directly following the departure of the last guest the night of the Event. The use of birdseed and blowing bubble is permitted only outside for wedding and reception farewells. Rice, confetti, glitter, table scatter, pyrotechnics and sparklers are not permitted.

5. Music:

All music must end by 10 pm during weekdays and 11 pm on weekends to comply with sound ordinances.

6. Smoking:

WYCC is a non-smoking venue. Smoking will be permitted only in designated areas outside.

Signatures:

This Agreement shall be signed by _____
on behalf of Warwick Yacht and Country Club

and by _____.

WYCC: _____ Date: _____

Client: _____ Date: _____

Rental Fees & Services

Set-up/Clean-up Fee \$150

Bartender (each) (One bartender per 50 guests) \$75

Buffet Server (One per 30 guests) /Sit-down meal (One per 16 guests) \$75

Chef Attendant \$100

120" Linens \$5

85" Linens \$5

61" Overlays \$5

Napkins (Included)

Projector Screen \$35

Projector Fee \$35

Wireless Microphone \$15

Facility Fees

All functions must be no longer than 6 hours and end before 12 am

Banquet Room (accommodates 130 people)

\$500

Outside (Does not include tent rentals and/or set up fees)

\$500

Set up Items

Included with the use of any of our banquet space, we provide tables, chairs and china. Any outside events will be supplied with disposable utensils and plates at additional charge.

Beverages

No outside beverages may be brought into the clubhouse for consumption.

Prices on alcoholic beverages will be determined by the Club depending on selections made by Lessee.

Cocktail Hour Hors D'oeuvres

Items priced per person (do not include customary 20% gratuity and 13.5% sales tax)

(Minimum purchase required 2 items)

Hot

Spanokopita \$3.25

3 Cheese Stuffed Mushrooms \$3.50

Spinach & Artichoke Dip \$3.50

Queso Dip \$3.00

Chicken Tenders \$4.00

Chicken Satays \$3.25

Roast Chicken Flautas \$3.75

Swedish Meatballs \$3.00

Cocktail Meatballs \$3.00

Mini Beef Wellington \$5.50

Crab Stuffed Mushrooms \$4.25

Mini Crab Cakes \$5.00

Crab Dip \$4.50

Peel & Eat Shrimp \$5.00

Fried Catfish Bites \$3.75

Bacon Wrapped Scallops \$5.50

Ham Rolls \$3.25

Mac & Cheese Bites \$4.00

Cold

Fruit & Cheese Platter \$4.50

Vegetable Crudités \$3.50

Caprice Skewers \$3.25

Chicken Salad Cups \$3.25

Antipasto Platter \$6.00

Smoked Salmon Platter \$5.25

Tuna & Avocado Tostadas \$5.50

Sesame Crusted Tuna \$5.50

Shrimp Cocktail \$5.50

Pimento Cheese Sandwiches \$ 4.00

Buffets/Food Bars

Items priced per person (does not include customary 20% gratuity and 13.5% Food and Beverage tax)

Requires a minimum of 20 guests for a Food Bar and minimum 30 guests for a Buffet

All Food Bars include a Water/Tea Station, Garden Salad and all appropriate fixings, dressings and sauces.

All Buffets include a Water/Tea Station, Garden Salad with Rolls and Butter and two sides.

Coffee station is available for \$2.00 per person

Soup and Grilled Cheese Bar \$16

3 Choices of Soups

Grilled Cheese Sandwiches

BBQ Bar \$18

Pulled Pork Sandwiches

Baked Beans, Coleslaw, French Fries

Taco Bar \$19

Ground Beef, Chicken, Soft and Hard Shells

Black Beans, Rice, Salsa

Slider Bar \$21

Pulled Pork, Fried Chicken, Hamburger Sandwiches

French Fries, Onion Rings

Pasta Bar \$24

Create your own pasta with Chicken, Shrimp, Vegetables and 2 sauces,

Choice of Lasagna or Manicotti, Garlic Bread

Country Club Buffet \$27

Carved Roasted Pork Loin

Fried Chicken

Southern Buffet \$29

Carved Beef Brisket

Fried Chicken

Executive Dinner Buffet \$31

Roasted Prime Rib

Roasted Chicken

Grand Dinner Buffet \$34

Roasted Prime Rib

Salmon with Champagne Dill Sauce

Gourmet Dinner Buffet \$37

Roasted Beef Tenderloin

Flounder Imperial

Plated Dinners

(For Parties of 30 people and below)

All Dinners are served with a traditional tossed salad with house dressing, bread & butter and two sides.

Items priced per person (do not include customary 20% gratuity and 13.5% sales tax)

Vegetarian Pasta \$20.95

Chicken Marsala \$22.95

Chicken Imperial \$24.95

Horseradish Crusted Salmon \$24.95

Pesto Glazed Mahi \$25.95

Crab Stuffed Flounder \$26.95

Sautéed Crab cakes \$25.95

Roasted Pork Tenderloin \$23.95

Marinated Sirloin Steak \$24.95

Grilled Ribeye Steak \$27.95

Grilled Filet Mignon \$30.95

Choice of sides

Rice Pilaf, Mashed Potato, Roasted Potato, Baked Potato, Creamy Corn, Au gratin Potatoes, Mac and Cheese, Southern Green Beans, Green Bean Almondine, Broccoli, Sautéed Vegetables, Glazed Carrots

Other sides are available upon request and may require an additional charge.

Kids Menu Items and Dessert options are available upon request.