

## **Catering Information**

### **Menus**

The enclosed menu selections features a variety of culinary combinations prepared by the chef. To exceed our Members expectations, special menus may be designed on request with the chef. To allow adequate preparation time, menu plans must be completed two weeks prior to the function date. All food and beverages must be provided by the Club with the exception of wedding cakes. A food minimum of \$16 per person is required on food items. A guaranteed head count is required 7 days prior to the event. Should the actual number of guests attending is less than the guaranteed number, the guaranteed number will be charged. If the actual number of guest exceeds the guaranteed number, you will be charged for the actual number in the event additional food has to be prepared.

### **Creating an Environment**

The staff can assist you with every detail of you event. Ice carvings, chocolate fountains, wedding cakes, entertainment, audiovisual equipment, specialty linens, invitations, place cards, and personal gifts may be planned.

Glitter and confetti is strictly prohibited. A clean up fee will be enforced.

### **Deposits and Payments**

Non-Members of the Lake Charles Country Club are allowed to hold events at the Club with sponsorship of a club member. A 25% deposit of estimated revenue is required to hold the ballroom for an event and will go towards the total bill after the event.

Furthermore, a room charge of \$300.00 is required for the use of banquet facilities. If the amount of guests exceeds 300, an additional charge will be added for items that must be rented from an outside source. Payment is due within ten days of receiving the bill.

Forms of payment are, Cash, Check or Money Order. Members will be billed on their club account. There is a \$25.00 charge on all returned checks.

### **Tax and Gratuity**

All prices are subject to an 18% service charge and applicable sales tax. If your group is tax exempt, a certificate must be provided to the Club prior to the event.

### **Opening and Overtime Fees**

Any event which requires service outside of normal operating hours will incur opening fees. Overtime fees will be charged for any event exceeding 5 hours.

## **Guidelines for Private Parties**

### **Relating to Floral, Prop, and Orchestra Arrangements**

As the Club enjoys offering its Magnolia Lounge, Ballroom, Main Dining Room, and Bar & Grill, those having private parties must be aware of the furnishings. The furnishings will give years of enjoyment providing some guidelines are followed when parties are held. Hosts are asked to read the following points and follow them when holding private parties.

The Club cannot be held responsible for the loss of props, plants, flowers (or their containers) or other décor brought into the Club. In addition to Club staff, the presence of other contractors, together with the attendees of the function, leaves the Club the impossible task of security. Concerned contractors should consider engaging their own security.

The Club is not at liberty to offer its equipment, such as: extension cords, tape, scissors, stapler, hammer, etc. All decorators must supply their own.

The use of confetti or glitter is prohibited in the Club.

Under no circumstances should Club staff be called upon to perform tasks that would be a part of the contractor's work.

### **Plants**

The use of trees and plants certainly enhance any party. As most of the vegetation used comes from rental companies, members and hosts should review the following with the rental supplier.

**Containers** – All plants must be in containers that are sealed, or sit in sleeve pots that prevent leaks.

**Water** – Any water damage resulting from an improperly contained plant will be repaired and billed to the host.

**Lights** – If plants are backlit, it is the contractor's responsibility to see that they are installed such that electrical cords do not traverse a doorway. Also, be sure that your contractor knows not to use any kind of tape for cords on the wooden floors – the tape will remove the finish and stain.

### **Props**

Any contractor installing a major prop must contact the management of the Club. Management will review with the contractor the logistics of the delivery, set-up, electrical power, and removal with the contractor.

## Hanging Decorations

Hanging decorations has been particularly well addressed in the Ballroom. Generally, the following applies to hanging décor:

Chandeliers and Wall Sconces – Neither the chandelier in the Ballroom or Wall Sconces may be hung with décor.

Nails, Thumbtacks, Staples or Wire – Are not allowed to be driven into the walls or ceiling of any room.

Plants – Live plants may be hung from ledge or hooks from the four main beams in the Ballroom.

## Removal & Breakdown

Hosts are obliged to make arrangements with their contractors for the removal of all plants, flowers, props, and décor items. Of particular importance are the following:

Time – Other events frequently determine the breakdown schedules for an event. Hosts are encouraged to arrange for the next-morning removal. However, in some instances, arrangements may be made with management for alternate schedules.

Garbage – Contractors must make arrangements to remove debris of an event from the Club Property. In the event that a large amount of clean up will be required, a contractor may be required to provide for a roll-off container garbage service.

Manpower – Remember that the Clubs' house staff is primarily for the upkeep of the Club. Hosts must be certain their contractors provide ample manpower for both installing and dismantling props, electrical hook-ups, and removal of debris from the Club.

## Musicians

Ample and convenient power is a feature of the Ballroom. When contracting an entertainer, please keep the following in mind:

Loaning of Equipment – No amplification equipment, extension cords, microphones, or other items will be lent to performers.

All equipment must be unloaded through the service entrance located at the rear of the Club.

***\* The following of the above guidelines will maintain the facilities for all members for years to come and avoid any unnecessary expense related to damage furnishings in the Club.***