



Our Venue

Event Space	Member	Non-Member
Dining Room	\$100 set / reset	\$400
Dining Room Patio	\$50 set / reset	\$150
Vista Room	\$75 set / reset	\$200
Vista Room Patio	\$50 set / reset	\$100
Entire Clubhouse (Sunday – Wednesday)	\$200 set / reset	\$750
Entire Clubhouse (Friday or Saturday)	\$250 set / reset	\$1,000
Decorate Evening Prior	\$150 set / reset	\$300
Pool	\$100 set / reset	\$150
Outdoor Ceremony	\$100 set / reset	\$250

Room Rental will serve as deposit upon booking Event. Cash, Check or Member Charge is accepted when booking event. Deposits are non-refundable.

General Information

FOOD AND BEVERAGE

Members will receive a 10% discount on food menu items.

Food and beverage must be purchased through the Club, with the exception of Wedding Cake.

Menu pricing is subject to change

Final guarantee numbers for your event, along with pre-payment is due five business days prior to your event.

A 7.75 Tax & 21% Service Charge will be added to all charges.

Food items after 1 ½ hours of continuous service will be retained by the Club.

Cash and Hosted Bars are available with a guaranteed revenue of \$300 per bar. Bartender Charge of \$100 per Bartender will be waived in achieving \$300 minimum

AUDIO VISUAL EQUIPMENT

Audio visual equipment and services may be provided by the member or an approved outside vendor.

DECORATIONS AND ENTERTAINMENT

The Club will not permit the affixing of anything to the walls, floors or ceilings with nails, staples, tape or any other substance. Failure to comply with this policy may result in repair fees in amount to be determined by management.

A fee of \$300.00 will be charged for any use of live flower petals, confetti, rice and/or glitter before, during or after your event.

Arrangements for security of equipment or decorations prior to the event can be made through your catering contact. **Sparklers, pyrotechnics and fireworks are not allowed in or outside the Club under any circumstance.**

If you select your own décor company, table, chair or linen company, an approval must be obtained from your Catering Manager. If your group has live entertainment or D.J. services the Club reserves the right to request the volume lowered if the Club receives noise complaints from other guests or groups. The Club also reserves the right to ask any live entertainment to vacate immediately if they do not adhere to the noise restraints.

BILLING

An acceptable form of payment must be agreed upon during the initial booking arrangements. Acceptable forms include advance deposit (prepayment), certified funds, member billing or completed credit card authorization form.

PARKING

Self-parking is available complimentary on the Club premises. Valet Parking is available.

GENERAL LIABILITY

The Organization agrees to indemnify, defend and hold harmless Hotel from and against any claim, action, cause of action, liability, loss, damage or expense, including reasonable Attorney's fees to the extent caused in whole or in part by the negligent or willful act or omission of the Organization, its agents, officers, representatives, employees or guests.

The Organization agrees to take full responsibility for any and all damage to Club premises by the Organization's staff or outside contractors. Hotel is NOT responsible for any loss or damage no matter what the cause to any samples, displays, equipment or personal effects brought into Club by the Organization or its invitees

LABOR, SERVICE CHARGES, TAXES AND PACKAGE FEES

The minimum guarantee for breakfast, lunch and dinner buffets is 20 guests. For any catered event less than 20 guests a \$75.00 labor charge will apply.

A bartender charge of \$75.00 per bartender will apply. The bartender charge is waived reaching \$300.00 revenue per bar. Drink tickets will be provided by the Club if requested.

A labor charge of \$50.00 will be applied per hanging of standard size banner; additional charges will apply for large banners.

If the confirmed room set-up from the Banquet Event Order is changed the day of the event, a labor and set-up charge of \$150 - \$300.00 per room will be applied to the master account.

The Club will accept packages three (3) business days prior to your scheduled event; with return shipment within three (3) business days. Package costs \$5.00 per package or \$100.00 per pallet. Shipments must be addressed to the Club and include the name of the meeting planner, organization and date of the event.

PROPERTY OR DAMAGE LOSS

The Club will not assume any responsibility for damages to, or loss of, any merchandise or articles left in the Club prior to, during or following Organization's function. Damage, lost or theft is the sole responsibility of the patrons and their guests.

SECURITY

The Club does not have a staff of security personnel to assist in its daily operation. If needed you can bring in an organization obtain and pay for bonded security personnel under certain circumstances. Should additional security be required, contracting for these services by the Club will be necessary at least thirty (30) days prior to arrival. Permission to provide Organization's own security must be obtained at least thirty (30) days prior to the Event and will not be unreasonably withheld or delayed.

The Club will require proof of adequate insurance coverage naming Club as an additional insured for any outside vendor.

Any outside security must report to the Clubs General Manager to coordinate activities. The Club shall not be held responsible for any items in any public areas of the Club including all function, dining and locker rooms.

We look most forward to assist in planning your perfect event at the perfect venue, The Charleston Country Club.

We take great pride in our planning, guidance, commitment to an above standard food and beverage service experience

Thank you for thinking of us!

William Bennett
Charleston Country Club Manager