

# Banquet Policies



## TENTATIVE HOLD POLICY

ATGC allows clients to place a Tentative Hold on one date of interest.

The Tentative Hold will be held for no longer than three weeks.

It is the client's sole responsibility to inform the Catering Department if they wish to release the hold or move forward with the contract process.

ATGC will inform client if another potential client is interested in the same date.

The Catering Department will then inform the client that they have 72 hours to move forward with a contract or the date will be released.

## PAYMENT, TERMS & SERVICE TIMES

For parties with less than 40 guests, a deposit of \$500 is required and is non-refundable.

For parties with 40 or more guests, a deposit of \$2500 is required and is non-refundable.

40% of the final total is due 120 days in advance and the remaining total is due 15 days prior to your event.

Both payments are non-refundable and non-transferable. All prices are subject to change.

## GUARANTEES

The guaranteed number of guests must be communicated no less than 15 days prior to the event. You will be charged for the number of meals guaranteed or the number of meals served, whichever is greater.

## MINIMUMS

A \$7500 food minimum is required for Saturday evening functions.

A 22% service charge will be added to all food and beverage services.

An 7.75% tax will be added to all food and beverage, and the required service charges in accordance with state and local tax laws.

## OUTSIDE FOOD & BEVERAGE

All food and beverage must be consumed on the property and purchased solely through Arroyo Trabuco Golf Club.

No outside food or beverage is permitted onto the property.

## DECORATIONS & DAMAGE

The Host Party is responsible for any and all vandalism, loss of property, and damage to the premises that are the result of themselves or their guests.

Arroyo Trabuco Golf Club will not permit anything affixed, stapled, glued and/or taped to banquet walls.

Use of confetti, glitter, or rice will require a \$450 cleanup charge.

Arroyo Trabuco Golf Club does not assume liability for personal property.

## BANQUET AVAILABILITY

Receptions are available any day of the week. Please refer to our

Rental Facility Fee pricing listed on the previous page.

Reception time is 4 hours with additional hours at \$1000 per hour.

## EVENT TASTINGS

Arroyo Trabuco Golf Club requires a \$45 per person charge for event food tastings.

## BAR GUIDELINES

There will be a charge of \$200 for each bartender.

All alcohol must be provided by Arroyo Trabuco Golf Club.

No outside alcoholic beverages are allowed to be brought onto the property.

## AUDIO VISUAL

Audio Visual equipment and services are available upon request for a charge of \$450.

This includes an 8x8 foot screen, DVD player, projector, and a staff member who will help set up and run the equipment.