

Wedding 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.

Deposits and Final Payment: A non-refundable deposit of \$4500 and a signed contract are required to reserve your event date. 40% of the final payment is due 120 days in advance and the remaining balance is due 15 days prior to your event. Both payments are non-refundable and non-transferrable. All prices are subject to change.

Guarantees: The guaranteed number of guests must be communicated no less than fifteen (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.

Minimum & Charges: Refer to rental structure sheet for facility fees. A \$7500 food and beverage minimum is required for Saturday evening functions. A 20% service charge will be added to all food and beverage services. An 7.75% tax will be added to all food, beverages, and the required service charge in accordance with state and local tax regulation.

Outside Food & Beverage: All food and beverages must be consumed on the property and purchased solely through Arroyo Trabuco Golf Club. No outside food or beverage is permitted to be brought 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 a result of themselves or their guests. Use of confetti, glitter, or rice will require a \$450 clean-up charge. There will also be a cleanup fee of \$150 for the use of sparklers. Arroyo Trabuco Golf Club does not assume any liability for personal property brought onto the club. Candles are permitted if enclosed in a glass container. Decorations, displays and signage brought into the area must be approved prior to arrival. Items may not be attached to wall, floor, window or ceiling with nails, staples, tapes, or any other materials in order to prevent damage to the fixtures or furnishings. In addition, all decorations brought in are the responsibility of the guest to remove upon the function's conclusion. There is a \$250 cleaning fee for removing any excess decorations which include flowers, garland, etc. on the gazebo. Labor fees apply for excessive decoration set-up or removal. Sparklers are permitted. Bride & Groom must provide sparklers one week prior to wedding. ATGC staff will handle process and there will be a \$150 clean up fee.

Linens: The Arroyo Trabuco Golf Club provides white or ivory color table linens and napkins at no additional charge.

Wedding Tasting: A complimentary Wedding Tasting is provided for the Bride and Groom. Arroyo Trabuco Golf Club requires a \$45 per person charge for any additional guests.

Rehearsals: If you would like to plan on rehearsal at the Arroyo Trabuco Golf Club please schedule it no earlier than one month prior to your wedding. In the event that your ceremony site is unavailable for your rehearsal, it will be scheduled in a location as similar to your actual ceremony site as possible.

Rehearsal Dinners: We can accommodate rehearsal dinners on our outdoor fireside or on our Trabuco Patio. Please contact your Catering Manager to discuss the options available.

Post Wedding Brunch: Share wedding memories while enjoying a Sunday brunch with close friends & family at O'Neill's Bar & Grill. \$54.95 per adult with unlimited beverage, \$49.95 without beverage, \$24.95 per child. Please contact the catering office at (949) 305.5111 for more details.

Wedding Availability & Hours: Weddings and wedding receptions are available any day of the week. Reception time is 5 hours with additional hours to be purchased at \$500.00 per hour.

Bar Guidelines: There will be a charge of \$150 for the bartender. All alcohol must be provided by the Arroyo Trabuco Golf Club. No outside alcoholic beverages are allowed to be brought onto the property. Beverage service is subject to the State of California regulations and alcoholic beverages will not be served to minors under any circumstance. Arroyo Trabuco Golf Club reserves the right to check current identification of persons appearing to under 35 years of age. Should a problem arise, all alcohol will be removed.

Music: Arroyo Trabuco Golf Club reserves the right to control the volume of the music played/Music outside must end by 10:00pm, in accordance with City of Mission Viejo sound ordinance.

Audio Visual: Audio Visual equipment and services are available upon request for a charge of \$350, this includes an 8x8 foot screen, DVD player, projector, and a staff member who will help set up and run the equipment.

Vendor & Children Meals: Arroyo Trabuco Golf Club provides vendor meals priced at \$59.95 and children meals priced at \$42.95 for children ages 5-12 years old. Children 4 years and younger are provided with a complimentary bowl of macaroni and cheese at no charge.