

## BANQUET POLICIES

All reservations and agreements are made upon, and are subject to, the rules and regulations of CVCC and the following conditions:

1. In arranging for private functions, the attendance and guarantee number must be definitely specified 72 hours in advance for weekday functions, 96 hours in advance for Saturday and Sunday functions. This number will be a guaranteed minimum, not subject to reduction and charges will be made accordingly. CVCC will not undertake to serve more than 5% above this guaranteed minimum. Patron must pay CVCC a security deposit of \$500.00 to guarantee the reservation. This deposit is refundable upon inspection of premises following the event. If Patron cancels the event, CVCC shall be entitled to retain all deposits paid by the Patron to date.
2. Payments: Approximately 50% of the function's Total must be paid before the event, and the remaining amount not later than 10 days after. Overdue balances subject to 2% interest.
3. Facility use fee of \$2.50 per person. A minimum of 100 persons per non-member function is required to guarantee your reservation.
4. No equipment rental fee for up to 150 persons, rental fee for items needed as charged to CVCC by vendors.
5. Set-up fee of \$250.00 per party (includes limited choice of linen; cutting and serving of cake).
6. Patrons are financially responsible for all damage.
7. Room set-up will be tables of eight (8), ten (10) or fourteen (14) persons per table. Do not ask for tables larger than fourteen (14).
8. All menu items will be prepared and served only by CVCC Staff. It is suggested that you choose one item for your menu selection. A one item selection will enhance expeditious serving of your dinners. However, we will, if necessary, serve a maximum of two menu items, but please remember this does slow the serving of your dinners.
9. When a two menu item selection is necessary, it will be your responsibility to identify the persons who will be having these selections, preferably by means of a colored ticket, etc.
10. CVCC WILL NOT ASSUME ANY RESPONSIBILITY FOR THE DAMAGE OR LOSS OF ANY MERCHANDISE OR ARTICLES LEFT AT CVCC TO OR FOLLOWING YOUR FUNCTION.
11. Payment shall be made in advance of function unless credit has been established in advance with the Club.
12. CVCC Management reserves the right to limit and/or discontinue alcoholic beverage service at any time to any patron or groups due to liability and guest safety. Should this become necessary, CVCC will not be liable for any refunds or adjustments to guest contract charges for services or quantities.