

Shawnee Country Club

Banquet Package *General Information*

There is a \$250.00 non-refundable deposit required for all functions. This is not a room charge.

Food and beverage prices are guaranteed for the contracted function only. We will guarantee food and beverage prices up to 90 days prior to function date.

One half of the estimated balance is due 60 days prior to the event. The remaining balance is due three days prior to the function. Other payment arrangements must be pre-approved.

Shawnee Country Club requires at least fourteen (14) days advance notice of menu selections and other arrangements. A minimum count is due seven (7) days prior to the scheduled event; up to three (3) days prior to the event, the number can increase, but not decrease. If a guarantee is not given, you will be charged for the highest estimated number of guests given at the time of booking. If there is an increase in the number of guests, the club needs to be notified as soon as possible.

A service charge of 20% will be applied to all food and beverage sales.

Shawnee reserves the right to charge a room fee when special requests are made for room setup. Room fees may apply for parties smaller than 50 people.

A minimum of 75 guests is required to reserve the full banquet room. There is a minimum fee of \$250 for all functions, regardless of the number of guests.

Special minimums may apply to reserve a room at a time when Shawnee Country Club is normally closed.

Due to standard health practices, prepared leftover food may not be removed from the club.

The person responsible for the banquet will be held accountable for any damage to club property.

The Club does not allow any food or beverages to be brought into the Club by the members or guests (unless special arrangements have been made).

We will refuse to serve alcohol to any member or guest not of legal drinking age. We reserve the right to request proper identification at any time from any person requesting an alcoholic beverage.

We reserve the right to refuse alcohol to any member or guest who appears to be intoxicated (it is illegal in the state of Delaware to serve alcohol to any person who appears intoxicated).

Bar services will be terminated 15 minutes prior to the end of the function (no later than 12:45 AM).

The allowable time for a banquet is five (5) hours. If a function requires additional time, there is a \$200.00 per hour room usage fee (even if the original room rental fee was waived).

Shawnee Staff will place prearranged centerpieces on the tables. Shawnee Staff will **not** assemble centerpieces.

Subject to change without notice.