

Galveston Country Club Guidelines for Weddings and Banquets

Galveston Country Club is the perfect venue for your wedding, banquet, or special event. Whether you are looking for a location for your rehearsal dinner, your reception, or the entire wedding, our beautiful west Galveston Island location will enhance every aspect of your wedding.

Your contacts for event planning are:

Ryan Beckerich, Food and Beverage Manager. ryanb@galvestoncountryclub.com 409.737.9800 Ext. 102

Marsha Oden, Sales Manager. moden@galvestoncountryclub.com 409.737.9800 Ext. 106

Reservations

Reservations are required to secure the date of your function. Guests and Non-members must pay a deposit to secure a function date.

Guarantees

An approximate guest count is required at the time of booking. A 48-hour advanced guarantee number of people attending the function is required. For Monday functions, the deadline is 5:00pm the preceding Thursday. In the event the Country Club does not receive a guarantee attendance figure from the Host by this deadline, the number of guests indicated when the function was originally booked will serve as the guarantee, and the Host will be charged accordingly. Galveston Country Club will be prepared to serve only 10% over the guaranteed number. Final billing will represent the actual number of attendees over and above the guarantee.

Facility Rental

NON-MEMBER USAGE FEE: A FEE WILL BE COLLECTED FOR ALL NON-MEMBER EVENTS: BELOW IS FEE SCHEDULE FOR ALL EVENTS:

- FRIDAY EVENINGS- \$1,500
- SATURDAY AFTERNOON (CONCLUDING BY 5PM) - \$500
- SATURDAY (AFTER 5PM) - \$1,500
- SUNDAY AFTERNOON - \$500

Tax and Service Charge

An 8.25% sales tax and 18% service charge will be applied to the listed prices on all food and beverage items. Due to the increase in the food and beverage market, some prices may change without notice. We will inform you of any changes before your final selections are made. Tax Exempt bookings must present a copy of the Tax Exempt Certificate for our files, prior to the function date. Tax Exempt numbers are not sufficient.

Food and Beverage

All food and beverage consumed on the premises must be purchased from Galveston Country Club, with the exception of wedding, anniversary and birthday cakes. No food or alcoholic beverages may be brought in or removed from our property. Galveston Country must comply with all TABC liquor laws and reserves the right to refuse and/or discontinue alcoholic service to any event or person. Minors are prohibited from consuming any alcoholic beverage. Galveston Country Club will deny service to anyone who appears intoxicated.

Conduct of Event

The Host is responsible for any damages done to Galveston Country Club's facility.

Liability

Galveston Country Club is not responsible for loss or damage to any merchandise, vehicles, articles or valuables of the Host or the Host's guests during or subsequent to any function.

Menu Planning

Galveston Country Club will provide you with several suggested menus. However, we welcome the opportunity to custom design menus to accommodate your tastes, or to create special menus for theme functions. Final menu selections should be confirmed at least two (2) weeks prior to the function to ensure availability of the desired menu items and to allow for adequate staffing for your event. All banquet prices on contracts are legal and binding up to six (6) months from the event; otherwise prices are subject to change.

Special Services

Music, entertainment, flower arrangements, ice carvings, room decoration, table decorations, photographer, audio-visual equipment or special items are available upon request.

Personal Tours

We welcome the opportunity to give you a tour of our facility. Please contact our catering office for further information and reservations.

Golf Outing

THE WEDDING PACKAGE AT GALVESTON COUNTRY CLUB INCLUDES A GOLF OUTING FOR FOUR, INCLUDING GREEN FEES, CART, AND RANGE BALLS. ADDITIONAL PLAYERS MAY BE INCLUDED AT ADDITIONAL EXPENSE.

Outside Vendors

WE WOULD BE HAPPY TO ASSIST YOU IN FINDING THE PERFECT FLORIST, BAKER, PHOTOGRAPHER AND ENTERTAINER TO COMPLIMENT YOUR EVENT. SOME OF THE VENDORS ON OUR PREFERRED VENDOR LIST PROVIDE DISCOUNTS WHEN BOOKING AT GALVESTON COUNTRY CLUB. YOU ARE WELCOME TO BRING IN A VENDOR OF YOUR CHOOSING.

Bridal Portraits

PORTRAITS ARE PERMITTED FOR GALVESTON COUNTRY CLUB BRIDES ONLY. PORTRAITS MAY BE TAKEN AT CLUB OR ON GROUNDS AT A PREVIOUSLY SCHEDULED TIME. TIMES SLOTS FOR PORTRAITS VARY ACCORDING TO BUSINESS NEEDS SO PLEASE CHECK WITH YOUR EVENT CONTACT FOR OPTIONS. NO PHOTOGRAPHS MAY BE TAKEN ON GOLF COURSE, AS IT IS A FIELD OF PLAY AND MAY BE QUITE DANGEROUS; WE DO REQUEST THAT SHOES WITH HIGH OR SPIKED HEELS BE REMOVED FOR ANY POSE TAKEN IN THE GRASS AREAS.

Deposit and Payments

All bills for all functions are due upon receipt; unless a credit application has been approved by the General Manager. The Club requires non-refundable deposits for all Non-member functions. See Fee schedule below:

25% when booking and securing the event. Another 25% will be due 30 days prior to the event. The final balance is due 10 days prior to your event. A small charge or a credit may occur at the conclusion of the event.

Conditions of Payment

The following Conditions of Payment apply to all functions at Galveston Country Club:

Reservations are required to secure the date of your function.

A 48-hour advanced guarantee number of people attending the function is required. In the event the Country Club does not receive guaranteed attendance figure from the Host by this deadline, the number of guests indicated when the function was originally booked will serve as the guarantee, and the Host will be charged accordingly. Final billing will represent the actual number of attendees over and above the guarantee.

An 8.25% Sales Tax and 18% Service Charge will be applied to all Food and Beverage items.

I have read and understand the preceding contract agreement with Galveston Country Club and their Guideline for Weddings and Banquets.

Client/Host Signature

Date

Club Representative Signature

Date

Scheduled Date of Function

Estimated Attendance