



Banquet Information & Policies Overview

Contract and Deposits

A signed contract is required for booking an event at Vanderbilt Country Club (VCC). The space and date are not confirmed until a minimum deposit of one thousand dollars (\$1,000.00) is received. Additional deposits, if needed, will be explained in the contract. The balance of all charges not pre-paid, or charges incurred during the event, must be paid at the end of the event. Please refer to the Banquet Contract for details of acceptable methods of payment and returned check penalties. Some dates or events may require a minimum in food & beverage purchases, plus set-up/labor charges.

Cancellations and Refunds

Deposits are non-refundable unless a written cancellation notice is given ninety (90) days prior to the scheduled date of the event. Cancellations for events booked less than sixty (60) days prior to event date are subject to forfeited deposits *and* additional cancellation fees based on the Club's ability to re-book the date. **Deposits for events held in December are non-refundable.**

Guaranteed Guest Count

A confirmed guest count is due three (3) business days prior to the event. Once given, this guarantee number cannot be reduced. If the guarantee is not received, the original estimated count will be used. Final charges are based on the actual attendance count vs. the guarantee, whichever is greater.

Service of Food and Beverages

All food and beverages must be purchased from VCC, and is for on-premise consumption only. The only exception is special occasion cakes. Leftover food will not be packaged or removed from the premises in accordance with health code. Alcoholic beverage sales are governed by the Florida Division of Alcoholic Beverages and Tobacco, and subject to the laws of the State of Florida. VCC management will monitor alcohol consumption and reserves the right to refuse service to intoxicated guests or minors.

Guest Conduct

VCC expects all guests to conduct themselves in keeping with the environment of a country club. The client is responsible for assuring that guests conform to the Club's code of conduct and dress code, and the club reserves the right to restrict or deny entry to guests in violation of the rules. Small children must be supervised at all times. The cost for repairing or replacing any property of VCC, broken or damaged or removed by a guest of a banquet function, is the responsibility of the client or designee responsible for payment.

Outside Contractors

Contracting of entertainers, photographers, florists, decorators, or any other outside contractor, is the responsibility of the client. Proof of a valid certificate of liability insurance may be required from vendors that are contracted for an event. Approval by VCC management is required for any modification of Club décor, the use of props or decorations, or any activity that could potentially cause damage or injury. VCC is not responsible for any property or valuables lost or left behind by attendees or third party vendor.

Pricing, Sales Tax, and Gratuities

Certain items are subject to availability and market price fluctuations. You will be notified in advance if a surcharge must be added due to these circumstances, and you will have the opportunity of selecting another option. 6% sales tax will be added to all purchases of goods and services. 22% gratuity will be added to all food and beverage purchases.

Tax Exempt Organizations

Organizations entitled to Sales Tax Exemption from the state of Florida must provide Vanderbilt Country Club a copy of their current Florida State Sales Tax Exempt Certification. The certificate must be turned in no later than 72 hours in advance of the event. Failure to do so will result in charging tax.

Conferences and Seminars

Our rooms are available for meetings and events without food and beverages, at the discretion of VCC management. Availability may be limited by dates or other activities. Fees and services may vary. Please inquire for more information on rental rates.

Outdoor Functions

A back-up indoor space will be reserved, when possible, for outdoor functions in case of inclement weather. If a back-up space is not available, cancellation due to inclement weather is at the risk of the client and deposits are non-refundable. Regarding inclement weather conditions, the VCC management will decide no less than 8 hours prior to the event whether the event will remain outdoors or be moved indoors. Once the decision is made, it is final.

Event Duration

The length of time allowed for any given event must be pre-determined at the time of booking. Reasonable latitude will be given for overruns in duration, however, additional fees may be applied. As a general rule the following times are allowed for banquet functions:

Breakfast Meeting – up to 2 hours

Luncheon Meeting – up to 3 hours

Cocktail Reception – up to 3 hours

Dinner-Dance – up to 5 hours. Extensions beyond 5 hours (5) will be subject to an additional \$500.00 per hour charge.

Seminars/Conferences – varies based on date

All evening events must end by 11:00 pm, in accordance with VCC community rules.

Minimum Requirements

A \$6,000.00 minimum in Food and Beverage revenue is required for Vista Room dinner functions for non-member events.

A \$5,000.00 minimum in Food and Beverage revenue is required for Vista Room dinner functions for member events.

This fee increases to \$10,000.00 on all holiday weekends.

Club Opening Fees

There are certain days/times of the week when the Clubhouse is not scheduled to be open. If your requested date falls on one of those days/times, a Club Opening Fee will be applied.

Members - \$700.00

Non-Members - \$1000.00

Must have a minimum of 50 attendees.

Room Rental Pricing with Food and Beverage Purchase

Vanderbilt Room - \$100.00 Dinner, \$50.00 Lunch, both Member and Non-Member

Catering Fees

\$2.00 per person Cake Cutting fee for special occasion cakes brought into the Club from an outside vendor

\$5.00 per person charge will be added to any event requesting more than two (2) plated entrée choices.

Equipment Rental Fees:

Podium & Microphone - \$50.00

Projection Screen - \$50.00

Projector - \$200.00

Piano - \$300.00

Up-lighting - \$300.00 – 10 up-lights

