



## Wedding Receptions General Information & Policies

### Contract and Deposits

A signed contract is required when booking a wedding reception at Vanderbilt Country Club (VCC). The space and date are not confirmed until a minimum deposit of \$1,000.00 is received. Deposits are non-refundable unless a written cancellation notice is given 180 days prior to the date of the wedding. A second deposit of 50% of the estimated total is due 90 days prior to the event. The balance of the estimated total is due 7 days prior to the event. All charges incurred during the event, such as bar and additional food, must be paid at the end of the event.

### Guaranteed Guest Count

A final guest count is due 7 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 and VCC cannot assure accommodation if the final count exceeds 5% of the original estimate. Total charges are based on the actual attendance count vs. the guarantee, whichever is greater. See Contract for more information.

### 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 a professionally created cake, prepared by a licensed food vendor. 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. No alcoholic beverages can be brought in or removed from the premises. Management will monitor consumption and reserves the right to refuse service to minors or impaired guests. We are happy to accommodate any dietary or allergy restrictions with advance notice. Special food requests announced during the event will incur additional charges.

### Guest Conduct

In order to gain access into the community, a valid Driver's License must be shown by all guests and vendors.

All attendees must conduct themselves in keeping with the environment of a country club. Client is responsible for assuring that guests respect the Club's Code of Conduct and Dress Code, and VCC reserves the right to restrict or deny entry to guests in violation of the rules. Some areas of the Club property are restricted, and loitering is not allowed. Small children must be supervised at all times. The cost for repairing or replacing VCC property, damaged or stolen by guests at the event, is the responsibility of the client or designee responsible for payment.

### Outside Contractors

Contracting of entertainers, photographers, florists, etc., is the responsibility of the client. Proof of a valid certificate of liability insurance may be required from vendors. Approval is required for modification of Club décor, the use of props or decorations, or any activity that could potentially cause damage or injury. All decorations or other client property must be removed at the end of the event. VCC is not responsible for any property or valuables lost or left behind by the client, guests, or a third party vendor.

### Outdoor Functions

If an outdoor event is planned, a back-up indoor space will be reserved. Client assumes the risk of inclement weather conditions and deposits are non-refundable. VCC management will decide no less than 8 hours prior to the event whether the event will remain outdoors or be moved indoors because of weather. Once the decision is made, it is final. Additional labor charges may apply.

### Event Duration

The length of time allowed for the event must be pre-determined at the time of booking. Reasonable latitude can be given for overruns in duration, however, additional fees may be applied. As a general rule, up to 5 hours is allowed for a wedding event. Extensions beyond 5 hours (5) will be subject to an additional \$500.00 per hour charge. Evening events must end by 11:00 pm, in accordance with VCC community rules.