

# *OAKRIDGE COUNTRY CLUB*



## *PRIVATE EVENTS 2012*

1492 West Shepard Lane, Farmington, Utah 84025

Telephone: (801)451-2229, (801)295-9427 Fax: (801) 451-6407

Thank you for considering Oakridge Country Club for your event. This package lists the many different services that we can provide for you in planning all aspects of your event.

Please let us know if you have any special needs or requests that are not covered in our private event packet. Should a custom menu be desired, Executive Chef Chad Garner and I will be happy to design a menu to fit your special needs. We are here to help you create a memorable affair.

To reserve a date, please call us at 801-451-2229.

JR Burnett  
Assistant Manager

# Terms and Conditions

## Procedure

It is important that you read and understand all the information contained in this packet to ensure that your event is as successful as possible. We prefer to work with one person in the planning of your event. The events coordinator must be notified of meal selection, approximate number of guests, room arrangements, time parameters, equipment requests, and all details no less than two weeks prior to your event.

## Menu Selection

Please, remember to submit your menu selection at least two weeks prior to your event. For plated meals you may select one item off of the menu for your entire group. If you choose to select more than one option, a fee of \$2.00 per meal will be added for each additional meal choice. If you have any children under age 11 attending the event a kids menu is available.

## Final Count

Oakridge Country Club must be notified of the exact number of guests attending an event at least **three business days** prior to your event. This number will be considered the guarantee, and may not be reduced after this time. Please note that you will be charged for the number of guests given as your final count, even if the actual attendance is lower. We will prepare 5% above the guaranteed number of guests. *If no guarantee is received by the events coordinator three business days prior to your event, we will consider your last indication of expected guests to be your guarantee.* If the number of guests exceeds the guarantee plus the 5% allowance, you will be charged at 1-1/2 times the per-person cost of the event for the “additional” guests. We reserve the right to substitute other available food and services, if necessary, when the guarantee plus the 5% number of guests is exceeded.

## Buffets & Hors D'Oeuvres

In order to ensure that the cuisine you select is pleasing to both the palate and the eye, all selections are priced per person. *All buffets and hors d'oeuvres will be satisfying from the first patron through the last. For this reason and health regulations, no food may be taken from the premises.*

## Price Quotations

Price quotations, verbal or written, are subject to change due to fluctuation in costs. Confirmed prices will be established only when the menu has been set. There is a food minimum of \$10.00 per person.

## Payment

A service charge of 20% and the applicable sales tax will be added to your final bill. The service charge is used to cover costs including set-up, server wages, linens, dishes and other items. Payment must be made in full at the end of your function. Oakridge Country Club accepts checks and Visa, Master Card and American Express. In the case that a credit card is used there will be a processing fee added to the final total.

## Gratuuity

If you feel that you would like to reward your server(s) for exceptional service we encourage you to do so. However, while it is greatly appreciated, a gratuity is certainly not mandatory.

## Closing

All bands and other entertainers must finish their last set by 12:00 midnight. Outdoor entertainment must finish by 10:00 p.m. All banquet rooms must be vacated by 12:30 a.m. We reserve the right to control all events held on club premises, and to discontinue service of alcoholic beverages at any time, if, in the judgment of club management, it would be in the club's best interest.

## Damages

Oakridge Country Club does not allow the affixing of anything to the walls, floors, furnishings, or ceilings of rooms with nails, tape, staples, or any other substances. It is important to note that even the smallest of damage may require the painting of an entire wall. The club member who serves as host or sponsor of an event will be responsible for any damage or loss of property that occurs in the function room or other areas of the club that is caused by his or her guest, invitees, or independent contractors affiliated with the function. It is the host's responsibility to ensure that guests, invitees, and independent contractors affiliated with the event (particularly those held in the Banquet and Dining rooms) **remain off the golf practice areas, and any area of the golf course.**

## Property

Oakridge does not have the space available to store personal property, equipment, or supplies belonging to or rented to a member or an event host. All such items must be removed from the club at the end of the function. Oakridge will not assume or accept responsibility for damage to or loss of personal articles or rented equipment left in the club prior to, during, or following any event.

## Club Facilities

Oakridge has rooms with varying seating capacities available for private functions. These rooms are reserved based upon estimates given at the time of the initial booking. We reserve the right to relocate any function to an alternate room within the club.

Please be advised that changes in the room arrangements within 72 hours of your event may result in additional labor charges. If you require any extraordinary room set-up you will be given a written proposal including layout and pricing for your approval.

**The grille area of the club is reserved for exclusive use by our members. It may not be reserved for private parties. If guests from your event enter the grille area they will be asked to return to the room in which their event is being held.**

## Dress Code

Event hosts, guests, and invitees are expected to be in appropriate attire for the activity they are participating in at the club. Torn, tattered or obscene clothing shall not be worn. Shoes must be worn at all times. Denim is prohibited at the club. Club management will have final determination as to the appropriateness of dress and reserves the right to deny access to the facility. We suggest notifying your guests of our policy. We reserve the right to allow or deny services based on our dress code.

## **General**

Events must be held during normal hours of operation. Parties held during times that the club is normally closed (i.e., Mondays) must meet certain minimum requirements and may be subject to a surcharge. All events must be sponsored by a current Oakridge member, or current member of a reciprocal club. *No event may be held without the completion and filing of a sponsorship form.*

## **Christmas Events**

December's menus, policies and prices are subject to change on a yearly basis.

## **Deposits**

All deposits must be received within 15 days of booking in order to reserve and confirm your event date. All bookings are considered tentative until the required deposit is paid in full. For member events, there is no room charge.

Member-sponsored/non-member hosted banquet events require the following deposits:

- \$500.00 – Banquet Room
- \$250.00 – Dining Room
- \$50.00 – Board Room
- \$50.00 – Card Room

## **Cancellations**

Cancellations made between January and November must be made at least two weeks prior to the event. If a cancellation is not made at least two weeks prior to the event and the area is not rebooked, the member will be responsible for a cancellation fee equal to 50% of the anticipated food charges. December cancellations must be made sixty (60) days prior to the event.

## **Wedding Ceremonies and Receptions**

A room rental fee of \$750.00 will be assessed for all member-sponsored/non-member hosted events. There is a \$400.00 ceremony fee only for all weddings, which includes set up for the ceremony and a rehearsal prior to the actual event. For a ceremony with a reception there is a \$200.00 ceremony fee

No outside food is allowed onto club premises. Oakridge Country Club will cater the complete menu with the exception of a wedding cake. The service staff will cut and serve the wedding cake in addition to a dessert selection. If a dessert selection is not included in the selected menu, a cake cutting fee of \$1.00 per person will be charged.

# Meetings

Oakridge Country Club will provide a professional atmosphere for you and your colleagues for your business meetings or seminars. Set-up prices include four hours use of the room, tables and chairs set according to your specifications, water, notepads and pens. We also have audio-visual equipment available for rent to enhance your presentation.

Our meeting room set-up charges are as follows and do not include sales tax:

Banquet Room	\$75.00
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Board Room	\$50.00
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## Break #1

Bottled Soft Drinks,  
and Coffee  
*\$3.25 per person*

## Break #2

Bottled Soft Drinks,  
and Coffee,  
Cookies and Brownies.  
*\$5.50 per person*

## Break #3

Bottled Soft Drinks,  
Coffee, and Lemonade.  
Cookies and Brownies.  
Whole Fresh Fruit.  
*\$7.50 per person*

# Equipment and Hardware

If your function includes a presentation or class of any sort, Oakridge has a number of items available for rental to assist you in making an excellent impression. All prices are per function.

Dance Floor	\$150.00
Pillars	\$75.00
Wireless Microphone	Complimentary
Podium with Microphone	Complimentary
Projection Screen	Complimentary
Projector	\$ 75.00
40" Television with DVD player	\$ 50.00
Flip Chart and Markers	\$ 25.00

## **Linens**

Champagne colored linen is provided at no charge. Burgundy, Forest Green, and Champagne napkins are also available at no charge. Colored linens other than these may be special ordered and must be requested at least three weeks in advance in order to guarantee their availability. Napkins and tablecloths will be charged according to the linen company from which they are ordered.

Although we can't guarantee the availability of a certain color, we will make every effort to obtain it for you.