

Meadowbrook Country Club

Event Guidelines and Policies

Reservations: To reserve a room, please contact the Event Coordinator as early as the date is selected. The Event Coordinator can provide you with suggested menus and tentative pricing at the time the date is booked. Events in the Meadowbrook Grand Ballroom require a non-refundable deposit in order to hold the space. This amount will be applied toward the Food and Beverage portion of your final bill.. If your event requires more than one room or set-up or room turnover during an event, an additional fee may be incurred.

Menu: The Club requires a firm menu and estimate of attendance at least two weeks prior to your event. Menu prices are subject to change at the discretion of the Club. When using a private room, it is best to serve the same meal to your guests. If it is necessary to offer your guests a choice of entrée, several rules apply:

- The highest entrée price will be charged for all entrée selections.
- A maximum of three entrées may be selected. If a third entrée is selected, an additional amount will be charged per plate.
- You may choose one salad and one dessert to be served to all guests.
- You must provide the counts of each entrée four days prior to your event.
- You must provide place cards for each person to easily distinguish entrée selections
- If you choose to serve a buffet, one buffet will be set for parties of up to 150 people. Two Buffets will be set for parties of over 150 or at the Club's discretion.

Guarantee: A final guarantee is required two business days prior to your event. You will be charged for your guaranteed number, or actual attendance, whichever is greater. It is the responsibility of the member to confirm the guarantee with Meadowbrook Country Club.

Gratuity: All member hosted functions are charged a 20% gratuity on food and beverage totals only.

Cash Bar Service: Cash bars must be approved by Meadowbrook management. They will be staffed by Meadowbrook and will have gratuity built into the cost of the drinks sold.

Contact Person: To insure all information is communicated properly, it is necessary that one person be the designated contact for menu planning, room arrangements, decorations, and the guarantee.

Attire: Proper attire is required when on Meadowbrook Country Club grounds. Gentlemen are not permitted to wear golf or ball caps on the Main Level. Denim is not allowed in the Club Room or Meadowbrook Grand Ballroom at all. Clothing that is worn, torn or with holes, is not permitted. If there are questions about attire, please consult the Director of Events and Clubhouse Operations, Elana Hertel.

Vendors: The names, contact information, and itineraries of all vendors booked for an event must be submitted to the Event Coordinator at least one week in advance of the event. Vendors are welcome to contact the Event Coordinator to discuss any equipment or set-up needs.

Rentals: Meadowbrook Country Club provides complimentary white and black linens and napkins for your event. If your function requires specialty linen, audiovisual equipment, or other equipment that the Club does not own, the Director of Events and Clubhouse Operations, Elana would be pleased to handle rental arrangements. You will be charged rental price, delivery fee, and a 10% surcharge. Meadowbrook Country Club can provide the following:

Equipment:

- Flipchart, LCD Projector
- Screen: 24" TV/VCR \$
- Overhead Projector, 48" TV/VCR
- Wireless Microphone, Podium and Microphone
- Easels (up to 4) no charge Dance Floor

Valet & Coat Check: Service begins 45 minutes prior to the scheduled arrival of guests Prices vary depending on size of party.