



## **LRCC Event Policies**

### **General Policies**

In order to assure that your event is handled in a professional manner, Lake Ripley Country Club (LRCC ) has established the following guidelines for hosting an event:

Events must be scheduled with the Club Manager or Event Coordinator. At the time of booking, a non-refundable deposit shall be paid to LRCC in the amount of \$100.00 for the dining room or \$50.00 for the lounge.

Events held in the lounge during May, June, July, August or September require a \$100.00 room fee charge. Events held in the dining room during May, June, July, August or September require a \$300.00 room fee.

The lounge will seat approximately 50 people and can be used in an open house type setting for up to 100 people. The dining room will seat between 180 - 220 people depending on special requests such as head table size, family tables, memorabilia tables or display areas, band/D.J. area, etc; but it can be used for a larger number of people in an open house-type setting.

As soon as possible, but at a minimum of four weeks prior to the event, please meet with the event coordinator to make your menu selections and provide an estimated guest count.

Four days prior to the event, you shall contact LRCC with the final guest count. Billing will be for a minimum of 90% of the final guest count or the actual number of guests served, whichever is greater. Final counts shall not be changed after four days prior to the event.

Youth events (under 21 years of age) require chaperones. One chaperone per 10 guests is required. Chaperones are required to be on-site during the event.

Smoking is not permitted in the lounge or dining room of LRCC.

For events held at LRCC over the guest count of 100, a partial payment of 50% of the estimated charges shall be made four days prior to the event.

The member of LRCC who is sponsoring the event at LRCC is responsible for any damages to LRCC property and for the conduct of their guests. Damages will be billed to the LRCC member and will be payable upon receipt.

Guests are not allowed on the golf course.

LRCC is not responsible for any items damaged or lost.

The final bill for the event will be processed within two days of the event and available for pick-up after that time. Payment must be received by LRCC within ten days of the date of the event.

Lake Ripley Country Club shall not be liable for not performing any agreement due to acts of God, war, government regulations, disaster, fire, strikes, civil disorders and/or other emergencies that make it illegal or impossible to provide the facilities to hold your event.

## Food & Beverage

All food and beverages shall be purchased from LRCC. EXCEPTION: Wedding cake or other decorated cakes shall be purchased from a licensed baker and brought in by that party. Please check with your licensed baker to see if there are any accommodations required for the display of the cake, such as table size, skirting, electrical cords, etc.

Pursuant to Wisconsin Health Department Regulations, extra food can not be taken home. Exception: Decorated cakes brought to LRCC shall be taken home at the end of the event. Check with your licensed baker for boxes for the leftover cake.

Menu service may be plated, buffet style, or family style depending on the food being served. The event coordinator will help you make these choices when you have decided upon your menu. Family style menu service will not be used on events over 35 people.

Individual place cards or individual reserved signs are not provided, but may be brought in for use. For events with more than one entree choice, color coded place cards or some other method must be provided to LRCC in order to serve the event properly and without delays.

Timelines will be set up when you meet with the event coordinator. To ensure the quality of the food and the comfort of your guests, please be prompt and adhere to the timelines established. We strive to provide the highest quality food and serve it in a professional manner. Time guidelines are key to the quality service.

The LRCC liquor license is issued under the jurisdiction of the State of Wisconsin. No one under the age of 21 years is allowed to consume alcoholic beverages. There are NO exceptions. LRCC reserves the right to refuse service to anyone who cannot provide valid proof of age or anyone who appears intoxicated. Circumvention of any of these policies by either the host, or other guests, will result in the immediate closing of the bar.

Price quoted in the menus do not include 5.5% sales tax, the appropriate room fee, and the 15% service charge. These will be added on to your final bill.

## Decorations & Music

All decorations shall be approved by the event coordinator. No confetti, glitter, silly string, bubbles, or anything that leaves a residue may be used. All decoration and equipment shall be removed from the LRCC at the end of the event. Please check with the event coordinator for permission to hang any decorations on the walls or to remove an LRCC-owned decorations. Nails and screw are not permitted. Candles must be approved by the event coordinator and should not be placed anywhere near flammable material.

The band or D.J. shall be done playing by 12:00 am. The bar closes at 12:30 am. There is a 2 half-barrel beer maximum and no liquor shots are served at LRCC.

LRCC Member Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I understand and agree to abide by ALL policies and procedures in this agreement.

\_\_\_\_\_  
LRCC Member/Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
LRCC Authorized Representative

\_\_\_\_\_  
Date