



Donald E. Beaver, Jr., CCM  
General Manager/COO

## WEDDING POLICIES AND PROCEDURES

Thank you for selecting Tucson Country Club for your upcoming wedding. We look forward to providing you and your guests an outstanding and truly memorable experience.

Following are the Club's policies relative to private functions. We will provide menus for your consideration as well. These carefully prepared menus and beverage selections will be helpful in your planning. In addition, we can customize a menu to suit your needs if you so desire. Our Catering Director will be happy to assist you with all details of your wedding.

### LETTER OF AGREEMENT

All private parties must have a member as a host or sponsor. The member must assume full financial responsibility for all costs incurred and sign this "Letter of Agreement" form.

- ◆ A bonafide "guest-host" relationship must exist for all private events at Tucson Country Club. A non-refundable deposit of \$2,500 is required to confirm a reservation and will be applied to your final balance. All member-sponsored parties are tentative until nine months prior to the event and receipt of the deposit by the catering office. Hosting members are responsible for any damage done by their guests or outside agents.
- ◆ Progressive deposits are required for sponsored non-member events. Three months prior to the event, 50% of the estimated cost is due with the estimated balance due two weeks prior to the event. Cash or checks are accepted for all payments. After the event, if a balance exists, that amount will be billed. If an overage has been paid, Tucson Country Club will refund the difference within one week of the final billing.
- ◆ In the event of cancellation less than eight but more than two days prior to the event, a charge of 50% of estimated charges will be in effect. If the event is cancelled within 48 hours, there will be a charge of 75%.
- ◆ The party arrangements should be finalized as early as possible, but no later than four (4) weeks for weddings and/or receptions. It is the responsibility of the host to notify the Club seventy-two (72) hours prior to the party of the final guaranteed number attending. The final count designates the minimum number of meals billed. In the event

that your final count significantly changes, the Club reserves the right to move your event to a more appropriate sized room.

- ◆ Buffets will not be served to groups consisting of less than thirty (30) people.
- ◆ All events held in the Mesquite Grove are “as is” and Tucson Country Club does not reserve back-up space in the event of inclement weather. There is a set-up fee for all events in the Mesquite Grove of \$400 plus \$2.75 p/chair.
- ◆ Wedding ceremonies can only be held in conjunction with the corresponding reception.
- ◆ A changing facility may be used for the bride, groom and attendants for all ceremonies scheduled at the Club. An attendant can be assigned to you at a cost of \$15 p/hour if you choose. All valuables must be taken with you during the event and the Club will not be responsible for valuables left unattended. A locker will be provided at no charge to store some small items for the day.
- ◆ Due to the fluctuating market, all prices listed “are subject to change”. Once an event has been firmly “booked” and the contract is signed by the member or party host, all prices are firm.
- ◆ The Club is not responsible for personal property of members or guests that may be lost at a private event.
- ◆ Due to safety regulations and clean-up costs, there will be **NO** rice, birdseed or glitter permitted on the premises either in the clubhouse or on the grounds. Flower petals, paper petals and bubbles are permitted. Failure to adhere to this policy will result in a minimum additional clean up charge of \$250.
- ◆ Management must approve special decorations. Nothing shall be attached to the walls in any room. No fixed Club decorations may be removed without management approval.
- ◆ Press or media of any kind is not permitted at the Club at any time without prior approval.
- ◆ Outside alcoholic beverages are not permitted due to Arizona liquor law. “Shots” of alcohol will not be served during the event. Outside food can be permitted on a limited basis (i.e., specialty cakes, party favors) and a \$1 p/person cake cutting/service fee is applicable.
- ◆ No leftover food or beverage may be removed from the clubhouse (with the exception of wedding cake).
- ◆ In order to maintain the standards of Tucson Country Club, it is the client’s responsibility to advise any subcontractor, such as bands, DJs, florists and bakeries of the Tucson Country Club dress code. Hired subcontractors may be required to have proof of liability and worker’s compensation insurance and must coordinate their deliveries with club management.
- ◆ Tucson Country Club reserves the right to control sound levels emitted from the bands, orchestras and DJs performing in conjunction with private events, as well as their hours of

◆ Tucson Country Club reserves the right to control sound levels emitted from the bands, orchestras and DJs performing in conjunction with private events, as well as their hours of performance. The Club's piano is available for use on a first request basis. A fee of \$75 will be charged for the rental of the piano.

◆ Management has the right to refuse entrance to any person without proper attire.

◆ Event parking is not permitted in the member parking lot, but must utilize the east guest parking lot adjacent to the member lot.

◆ A 20% service charge and the applicable state sales tax are applied to all event charges.

Minimum prices (for set-up, breakdown and overhead) for the use of various rooms by sponsored parties are as follows:

	<u>Dinner</u>	<u>Lunch</u>
Banquet North and South	\$1,000	\$500
Banquet North and Patio	\$ 750	\$250
Banquet South	\$ 500	\$250
Catalina and Patio	\$ 250	\$100

Rental fees include the use of house linens, chivari chairs and cordless microphone.

Additional charges may include the following:

- Dance Floor \$250
- Bartenders and Bar \$150 p/bar (will be waived if sales exceed \$250)
- Carver or Sauté Attendant \$75
- Ticket Seller or Coat Check \$75
- Valet \$15 p/hour p/attendant (one required for every 75 guests)
- Security \$75 p/agent (required in the event of more than 25 minors attending)
- Ice carvings \$250 and up

Floral arrangements and tenting are priced per client's needs.

I, \_\_\_\_\_, hereby accept the Banquet and Catering Policies of Tucson Country Club as stated above.

Host(ess) signature \_\_\_\_\_

Telephone: \_\_\_\_\_

Sponsor \_\_\_\_\_

Member Number: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Day: \_\_\_\_\_

Time: \_\_\_\_\_

Rooms reserved: \_\_\_\_\_

For TCC: \_\_\_\_\_