

# General Banquet Policies and Procedures

Thank you for choosing the Arsenal Island Golf Course to host your event. The enclosed information is designed to help you plan a successful event. Please keep in mind that the menus in this packet are only suggestions and are by no means meant to be limiting. Culinary creativity is our profession; we will be delighted to custom design a menu to suit your needs. Dietary restrictions can be handled with sufficient advance notice. We will do our best to accommodate last minute needs whenever possible. The following policies were established to aid you in the planning of your function. If you have any questions during the planning process, please do not hesitate to ask; our fully trained and professional staff is available to assist you in ensuring that your function is a success!

## **Menu Planning**

Preset menus are encouraged for groups numbering twelve to twenty four. Parties of twenty four people or less may order from the ala carte menu only if they are seated at separate table with ten or fewer people at each table. Parties of twenty five or more must prearrange a menu, which needs to be completed at least ten business days prior to the event. Menu prices are subject to fluctuation according to market prices. If you have a guest who requires a special menu (i.e. diabetic, vegetarian, etc...), please let us know so that their needs can be accommodated.

## **Beverage Service**

The Club has a large inventory of liquor, wine and beer. Special orders are accepted with advance notice to ensure proper delivery. The club can provide cocktail service or a fully attended private bar to suit your event needs. Fully attended bars are provided at no additional charge for parties with fifty or more adults. In all other cases, a \$25 bar charge will be assessed.

## **Guarantees/Deposits/Cancellations**

The minimum number of attendees at a function must be confirmed in the Club Office 48 hours in advance of the function. After the guarantee is given it is not subject to reduction. If no guarantee number has been provided by the deadline, the approximate or last count received will serve as the guaranteed number. Charges will be assessed for the guaranteed number or the actual number in attendance, whichever is greater.

A 20% deposit of total expected revenues will be due at the time of contracting and will be applied to your final bill.

Cancellations for scheduled events will be charged a cancellation fee plus the cost of any special items purchased by the Club for the express use of the function in question. Please refer to your contract for further details.

## **Services**

The Club will provide table linens, napkins, candles, mirrors, and seasonal centerpieces. Floral arrangements and other decorations can be provided for an additional charge. A cake cutting fee of \$40 will apply.

## **Equipment**

The Club has at your disposal: a podium, microphone, television, VCR, DVD player, CD recorder, overhead projector, projection screen, easels. Additional equipment can be provided with adequate notice and an additional charge.

## **Payment/Damages**

Payment must be made at the time services are rendered unless prior arrangements have been made. The Arsenal Island Golf Club accepts MasterCard and Visa. Your group shall be responsible for any damages incurred by a guest of the party.

## **Service Charge**

The prices reflected in this menu do not include service charge. An automatic 20% service charge will be added to all functions.