

2024

QUINCY COUNTRY CLUB



BEVERAGE SERVICE

BANQUET PLANNING GUIDE

January 2024

FINE DINING & CUISINE AT ITS BEST...JUST FOR YOU.

EVENT DATE: _____, 20____

TIME OF EVENT: _____ - *NUMBER OF GUESTS:* _____ *LOCATION:* _____

MEMBER NAME: _____ *MEMBER #:* _____

BANQUET POLICIES

Please contact our Club Manager for any assistance you may need in menu selections. Your menu selections and total arrangements must be confirmed at least two (2) weeks prior to your scheduled function.

PAYMENTS/RENTAL

All nonmember functions must be sponsored by a member within the Club. In the event that the nonmember fails to fulfill his/her obligations in payment for all services provided by the Club, the sponsoring member would be obligated to pay for all damages, etc., due to the Club. A \$500.00 Security Deposit will be required to hold rooms. This amount will be credited to the event billing following the event or refunded if canceled prior to 90 days of the date requested. Cancellations within 90 days will result in Non-Refundable deposit.

**Non-Member Sponsored events will be charged a Room Rental fee of \$5.00 per person.
Inside Wedding Ceremonies will be charged a \$200.00 room Turnover charge
Outside Wedding Ceremonies will be charged a \$200.00 set up/tear down fee.
All outside reception tables, chairs, glassware, and tableware will be rented and charged.**

SPECIAL SERVICES

All decorations must conform to the Club rules. Our Private Events Department will be happy to coordinate services including florists, music, specialty items, audio / visual, entertainment, specialty cakes and much more.

LOST AND FOUND

The Club will not assume responsibility for damages or loss of items left in the Club prior to, during, or after a function.

SMOKING

Smoking is permitted outside only. Please tell the Private Events Director if you require an area for smoking.

TAX AND SERVICE CHARGE

All food and beverage orders are charged a 20% service charge and 8.0% sales tax.

DRESS CODE

Resort casual attire is required at the Club. Resort casual attire is defined as collared shirt and dress shorts or slacks for gentlemen. Full cover-ups over swim attire are required throughout the Clubhouse. No denim jeans or shorts are allowed.

MENU SELECTIONS

A single entrée selection is strongly recommended for all functions. Should a second choice be necessary (no more than two entrees), it can be provided for parties of 100 people or less provided the following conditions are met:

The exact number of entrees must be provided to the Club at least 72 hours in advance of the function.

Identification in the form of color-coded place cards or other method must be provided by the host so that the wait staff can serve you properly and without delay.

When two choices are offered, the exact number of each entrée must be prepared in advance. Therefore, the host will be charged for that count plus any last-minute changes.

BEVERAGES

Alcoholic beverages cannot be brought into the Club from outside sources. Alcoholic beverages are regulated by the State of Illinois. The Club is responsible for the administration of these regulations. All bar charges are priced on a per-drink basis. The Club reserves the right to discontinue service at its discretion.

ESTIMATED CHARGES

A guaranteed guest count is required by 10:00 a.m. three (3) business days prior to the event. The guaranteed number will be the minimum amount charged. The Private Events staff will be able to provide estimated charges at the time of the event booking. Each event is charged by the actual totals, not the estimate. All buffet prices are based on a 1 & ½ hour buffet. The Club will prepare 5% more food than the guaranteed estimate. In the event that the group's attendance is more than 5% over the guaranteed number, the client grants Quincy Country Club the right to substitute and adjust prices as necessary to service its guests.

BEVERAGE SERVICE

A "Hosted Bar" provides an open bar for your guests. All charges are based on consumption and paid by the host. Quincy Country Club provides all liquor, beer, wine, mixers, bar fruit and bartenders. Prices for the Hosted Bar do not include service charge and tax.

MEETING REFRESHMENTS

Choose from the following to accompany your meeting at the Quincy Country Club.

Per person prices are based on 3-hour duration

<i>Coffee & Tea Station</i>	<i>\$1.00each</i>	_____
<i>Assorted Juices</i>	<i>\$2.00each</i>	_____
 <i>Soda</i>	 <i>\$2.00each</i>	 _____
<i>Beer</i>	<i>\$3.50each</i>	_____
<i>Import Beer</i>	<i>\$4.50each</i>	_____
<i>Wine by the Glass</i>	<i>\$6.00each</i>	_____
 <i>Assorted Fancy Nuts</i>	 <i>\$5.00 pp</i>	 _____
<i>Whole Fresh Fruit</i>	<i>\$5.00pp</i>	_____
<i>Candy Bar Station</i>	<i>\$3.00each</i>	_____
<i>Ice Cream Bar Station</i>	<i>\$5.00each</i>	_____
<i>Chef's Homemade Chocolate Brownies & Cookies</i>	<i>\$4.00pp</i>	_____

TOTAL:

<i>Well Brands</i>	<i>Call Brands</i>	<i>Premium</i>	<i>Premium 2</i>	<i>Premium 3</i>	<i>Premium 4</i>	<i>Premium 5</i>
<i>Charge \$5.00</i>	<i>Charge \$5.50</i>	<i>Charge \$6.25</i>	<i>Charge \$7.00</i>	<i>Charge \$7.50</i>	<i>Charge \$8.50</i>	<i>Charge \$9.50</i>
<i>Rocks \$6.00</i>	<i>Rocks \$6.50</i>	<i>Rocks \$7.25</i>	<i>Rocks \$8.00</i>	<i><u>Rocks \$8.50</u></i>	<i>Rocks \$9.50</i>	<i>Rocks \$10.50</i>

For Wine by the Bottle...please review the current Wine Menu Book.

TOTAL:

Quincy Country Club

Audio Visual Equipment Rentals

Quincy Country Club is happy to be able to serve you and your guests for your reception and offer the following services to add or enhance that experience.

Usage Fees

Italian Lights.....\$175.00

Projector.....\$45.00

Screen.....\$50.00

Microphone.....No Charge

Podium.....No Charge