

2024

QUINCY COUNTRY CLUB



BREAKFAST & MEETING SELECTIONS

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 with 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 of 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.

CLUB INFORMATION & ROOM CAPACITIES

MAIN BALL ROOM

Plated Dinner

Ballroom: 80-90

Garden Room: 80-140

Versailles Room: 32-40

OTHER ROOMS

Plated Dinner

Presidents' Room: 20-50

Centennial Room: 32-64

Club rooms can accommodate more for "Standing Room Only" Cocktail and Hors d'oeuvres Receptions.

The professional and experienced staff at Quincy Country Club is anxious to coordinate the most distinctive and memorable event for you. There are numerous possibilities from floral centerpieces and specialty linens to DJ's and magicians.

Please Note...

All prices are subject to change, as necessary. Please call at the time of booking to confirm pricing.

Quincy Country Club

2410 State Street

Quincy, IL 62301

(217) 223-3452

(217) 223-5637 fax

Matthew Mulherin

qccgm@adams.net

For membership information, please contact

Matthew Mulherin

at

(217) 223-3452

BREAKFAST & BRUNCH SELECTIONS

CONTINENTAL BREAKFAST	\$17.00 PP/
Assorted juices	
Assorted Danishes	
Fresh fruit display	
Coffee and tea	
OPTION 1-BUFFET	\$23.00 PP/
Choice of eggs or egg casserole	
Bacon, sausage, and breakfast potatoes	
Assorted Danishes	
Fresh fruit display	
Coffee and tea	
OPTION 2-BUFFET	\$26.00 PP/
Choice of eggs	
Sausage, bacon, and breakfast potatoes	
Assorted Danishes	
Fresh fruit display	
Biscuits and gravy	
Coffee and tea	
OPTION 3-BUFFET	\$36.00 PP/
Personalized omelet station	
Sausage, bacon, and breakfast potatoes	
Assorted Danishes	
Fresh fruit display	
Biscuits and gravy	
Pancakes with syrup	
Coffee and tea	
OR CREATE YOUR OWN BUFFET; PRICES WILL VARY DEPENDING ON WHAT ITEMS ARE SELECTED.	
Create your own buffet:	

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. Choose from the following to accompany your meeting at the Quincy Country Club.
Per person prices are based on 3-hour duration

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

TOTAL:

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

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

Agreement For Use of Building

This agreement by and between _____
Owner's name *Owner's complete address*

("Owner"), and _____ ("User"),
User's name *User's complete address*

will take effect on the ____ day of _____ and will continue for a period of _____.
Day *Month* *Year* *Time period*

WHEREAS, Owner owns a building located at _____
Complete address

which is normally used for, and _____
Type of use

WHEREAS, User desires to use the _____ area of the building for the purpose
Area of building

of _____, and
Purpose of use

WHEREAS, Owner has agreed to allow User to use the building provided that the following terms and conditions are met.

IT IS THEREFORE AGREED BY AND BETWEEN THE PARTIES:

1. Owner agrees to let User use the above described premises for the above described purpose on

Describe times and days of usage

Name and Owner's contact person

is the contact person for Owner and _____ is the contact person for User to coordinate
Name of User's contact person
the details of usage.

2. User agrees to pay Owner _____ for the use of the premises.
Amount

3. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.

4. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.

5. User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000.

The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above described premises. The certificate of insurance will indicate that User has made Owner an "additional insured" on User's policy with respect to the use by User _____ of the above described premises.

6. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including but not limited to bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.