



Kings Country Club

Event Planning Guide

The enclosed information is designed to acquaint you with current policies and procedures in arranging a special function with Kings Country Club. It has been carefully planned and organized to provide the most extensive menu selections, prices, and services available.

Successful parties result from careful planning by the Host and Food and Beverage Manager. You may rest assured that when your party function is finalized, you will have received the very best prices possible. Prices and services are not negotiable and are subject to adjustments without notice. It is not possible to foresee your every desire, therefore, we will be happy to work with you on special requirements and provide a quote from any item not included in the enclosed menu.

We sincerely appreciate the opportunity to serve you and your guests. Our reputation for superb food and service is second to none. It has been and will remain the desire of this Club to satisfy our members and their guests.

We thank you for selecting Kings Country Club to host your special event. Our staff is ready to assist you with any and all aspects of your occasion. We ask that you take a few minutes to familiarize yourself with the following policies and guidelines. This information is intended to assist you in planning a successful event and familiarize you with our services.

Carla Reid
Food & Beverage Manager



Contact

It is required that one person be specified as the “contact person” for your event. No other person should direct or plan details with Kings Country Club staff or management. The contact person may need to be contacted periodically by Kings Country Club staff.

Agreements/Contracts

All Agreements/Contracts will be completed in detail, outlining each function, menu, and setup required by you, and our service intentions. It will state all of the important information concerning your event. Changes may occur to the original Agreement/Contract throughout your planning and we ask that you approve all changes by initialing the subsequent Agreement/Contract. We do not complete arrangements without a signed Banquet Agreement/Contract. A Banquet Agreement/Contract is a legally binding contract.

Menu Selections

The menus include ideas from which to make your selections. However, our Food & Beverage Manager and culinary staff will be pleased to customize any menu to better serve your needs. For events other than a wedding, the final menu selections are due 14 days prior to the event. At that time, all menu selections shall be considered definite and not subject to change. We request that menu selections for wedding be finalized a minimum of **one (1) month** in advance of your event.

Items listed on our menus are by no means the only items available. We will be most willing to discuss alternate menu selections specifically requested for your event, or we can custom create a menu for you.

Vegetarian and children’s menus are available upon prior request for your function.

All prices are subject to change.

Final Guest Count

For events Kings Country Club must receive the guaranteed number of attendees no later than two (2) weeks prior to the event. The menu guarantee number is not subject to reduction once this deadline has passed. Any request for an increase in meals after the guaranteed deadline is subject to approval. You will be charged for the actual number attending or the guaranteed number, whichever is greater. If no guarantee is submitted, we will consider the last number given to be the guarantee.

Vendor List

The Staff of Kings Country Club will be more than happy to provide you with a list of our preferred vendors or you may use your own. We require a list of all vendors, contact names, phone numbers and set up time 14 days prior to the event.

Reservation Fee and Contract

Because of the popularity of our club for an event space, a event date cannot be held. To ensure your date is secure, the reservation fee and a signed banquet agreement/contract must be received by the Club. The reservation fee is non-refundable.

Payment

The balance of your final bill must be paid within 4 business days after your event. After the 4th day, an additional 5% will be added to the cumulative total every seven (7) days until the bill is satisfied. All prices are subject to California State sales tax and 18% gratuity charge for member events and 20% gratuity charge for non-member events. Acceptable methods of payments are personal check, certified check, or credit card.

Decorations

Decorations should be discussed with the Kings Country Club Food & Beverage Manager prior to your event. The time available for decorating may be limited due to other functions and must be scheduled in advance. You are responsible for set-up and removal of all decorations, favors, and rental items not procured through the Club. Prohibited items include nails, tacks, pins, staples, glitter, rose petals, confetti and bubble machines. A fee will be assessed for use of prohibited items. The Club is not responsible for rental items and decorations left at the Club after your event.

Catering Policies

Due to Kings County Health Department regulations, all food and beverages, except special event cakes, must be purchased from Kings Country Club and served by our staff. The only exception is a celebratory food item such as a wedding cake, but only if prepared by a licensed food vendor. All remaining food and beverages cannot be taken off the premises including meals for guaranteed guests that are unable to attend.

Special Event Cake

Kings Country Club staff will cut and serve your special event cake if you choose. However, you must request from your cake provider, boxes to take any remaining cake home with you. Special event cakes brought in will be considered the menu dessert choice. If you choose to use a rental item from your cake provider such as a cake plateau or any other cake staging, please clarify with them that your rental cost includes the cake company picking up their rental items. Kings Country Club is not responsible for returning items rented from the cake company. Some cake providers will rent you the items and charge a delivery fee for the cake, and then charge you if the rental items are not returned the next business day after your event. For your protection, make sure that they are clear that the rental fee you are paying includes pick up of the items as well.

Florists and Cake Providers

We want to do everything we can to make your event a success, and be helpful to any provider you choose to bring in your specialty event décor and food, however please notify your florists and cake providers that the kitchen facilities are not available for use by them. Water to fill vases must be procured through another source, such as the sinks in the restrooms. If finishing touches on the cake are to be done on site, your cake provider must bring the tools necessary and plan on doing those touches in the location of the room in which you have chosen for the cake. Florists and cake providers are not allowed in the kitchen for any reason.

Liabilities

We are pleased you are considering the use of our banquet facilities. Please be assured we will do everything possible in the event of unforeseen circumstances. In any event however, the Club shall not be responsible for any failure to perform, which is attributed to federal, state, or municipal actions or regulations, fires, floods, hurricanes, tornadoes, blizzards, war, power outages, acts of God, or any other act that is out of the control of the Club. If, in the event of one of the above contingencies, the patron wishes to reschedule the event, and upon removal of such interruption, services shall be resumed at the specified date, time, and agreed upon rate.

Wedding Coordinators

Wedding coordinators are welcome to provide input, comments, and suggestions on the details of an event. However, the Club will not consider them as the final authority to make decisions, nor will they be permitted to direct the Club's staff in the planning or execution of an event at the Club. All decisions and details about your event must be translated directly to the Food & Beverage Manager at Kings Country Club by you, not your coordinator.

Vendor Requirements

Entertainers must provide their own sound systems (amplifiers, mixers, microphones, microphone stands).

The Club is not able to provide carts or wagons for vendor use.

Parking

Ample free parking is available for all functions and is shared with golf patrons.