

# *Policies and Procedures*

## **THE FOLLOWING APPLIES TO ALL EVENTS AT LOCHLAND COUNTRY CLUB AND ARE NON NEGOTIABLE.**

- The sale and service of all alcoholic beverages is regulated by the state of Nebraska and Lochland Country Club is responsible for the administration of these regulations. The club reserves the right to close alcohol service at any time during the function.
- The Host is solely responsible for:
  - Payment of the final bill
  - Any damages incurred to club property by their guests
  - Conduct of their guests
- A guest number guarantee is required 48 hours prior to the function. This number will be used for billing purposes. No exceptions or refunds will be granted for billing if the number of attendees is less than the guaranteed number. Additional guests over the guarantee will be included in the final billing.
- All menu prices are subject to change. Menu prices will be guaranteed 48 hours prior when the guest number guarantee is given. The signing of a Banquet Event Form by the sponsor confirms the price and menu. Contracts will be mailed or emailed to the Host prior to the function.
- Leftover buffet food cannot be removed from club premises.
- Club By-Laws require that all food (excluding wedding and birthday cake) and alcohol served on Lochland Country Club property is prepared and served by the club. This includes, but is not limited to, the clubhouse, tennis courts, swimming pool area, and golf course.
- Cancellations within three days of the event will be billed for 50% of the estimated final bill

**15 PERCENT GRATUITTY AND 5 PERCENT SERVICE CHARGE WILL BE ADDED TO FOOD AND BEVERAGE**

# Function Rooms

## RESERVING A ROOM OR ROOMS

While Lochland Country Club members may reserve a room with no additional security deposit, non-members will pay the room rental up-front to secure a room(s). Forfeiture of this deposit will result when either of the following occur:

- For the ballrooms or the entire clubhouse, a cancellation in less than six months of the secured date
- For all other rooms, a cancellation in less than one week of the secured date

Lochland Country Club reserves the right to re-allocate space in the following cases: increase or decrease in attendance, mechanical failures or accessibility for service.

## NON MEMBER ROOM RENTAL FEES

Non-members will be charged a room rental fee in addition to the minimum usage charge. 50% of estimated cost is due 30 days prior to any non-member event, with the remainder due at the conclusion of that event.

	Lunch	Dinner
McDonald Room	\$50	\$100
South Ballroom	\$125	\$200
North Ballroom	\$100	\$150
Both Ballrooms	\$175	\$300*

\*Saturday Evenings for the Entire Ballroom is \$600

Entire Clubhouse can be reserved for a fee of \$1,500, with a minimum of \$5,000 in food sales for parties of 250 people to 400 people. Must be approved by The Board of Directors.

## MINIMUMS

While we do not charge room rental for use of club rooms for members, we do charge a fee when the food and beverage spending associated with the use of a room does not meet our established limits of \$22 inclusive for dinner and \$9 inclusive for lunch.

## Rental Equipment

Projector or TV	\$50 (free for members)
Projector Screen	\$15 (free for members)
Audio System	\$10 (free for members)
Flipchart & Paper	\$10
Printer Copies	\$.10 each
Dance Floor Set Up	\$50 (for both members and non-members)

# *Bar Arrangements*

## **LOCHLAND OFFERS THE FOLLOWING OPTIONS FOR ALCOHOLIC BEVERAGE SERVICE AT PRIVATE FUNCTIONS.**

### **CASH BAR**

Drinks are served on a cash and member charge basis.

### **COMBINATION CASH AND HOST BAR**

Selected items are charged to the host on a consumption basis, with other drink requests served on a cash and member charge basis.

### **HOST BAR**

The hoist is charged for what is consumed. No minimum fees.

### **FIXED BAR**

The Sponsor or Contact sets a predetermined amount of money to be spent or time to host drink service. After these predetermined levels have been met, the function ends or changes to a Cash Bar.

### **PORTABLE BAR CHARGE**

A portable bar can be set up for parties of 50 or more and is subject to a Bartender fee of \$50.00 if a \$150.00 minimum in bar sales is not met.

**ALL ALCOHOL ON THE GOLF COURSE MUST BE  
PURCHASED FROM AND SERVED  
BY LOCHLAND COUNTRY CLUB.**