

St. Clair Country Club

General Banquet Information

The staff of St. Clair Country Club stands ready to assist you in planning a successful event; whether it is a golf outing or a business meeting, company party, or your only daughter's wedding reception. We will do everything possible to insure the success of your event.

Room Capabilities

St. Clair Country Club has accommodations for events as small as 15 guests to larger groups of up to 300. Our staff would be delighted to offer you a tour of our accommodations. If an event requires more space or additional set-up than is normally required for an event of their size, set-up fees and room rental charges may be incurred. Reserving any of our Ballrooms only includes the specific Ballroom that is reserved. The other areas of the club are member areas and are not included in any ballroom reservation. Any requests for using areas of the club other than the Ballrooms must be individually approved by the House Committee and by the Board of Directors. They have established very specific guidelines that must be followed in order to use these other areas of the club. Please consult with the booking office at the time of booking to discuss these arrangements and how to proceed with these special requests.

Booking Events

A function may not be scheduled at the Club unless it is for personal or direct business use of a member or is sponsored by a member. In sponsoring a function, the member assumes full responsibility for the conduct of guests, compliance with the club rules, and any debt incurred to the Club.

An event at St. Clair Country Club is not considered to be confirmed until all information regarding the type of event, size of the event, and event specifics have been reviewed by the Banquet Manager and/or General Manager. Many events will also require a sponsorship letter from the Club Member and approval by the Club's Board of Directors. Any and all special requests must be provided to the St. Clair Banquet Staff at the time of the event booking. Our staff will then be able to inform you how to proceed with securing your booking. Certain events may also be required to provide a non-refundable advanced deposit to secure their booking. If the size or space requirements for your event change after the original booking of the event, additional space will be provided as available.

Menus/Pricing

Use the enclosed menus as suggestions in planning your event. Our banquet booking staff will be pleased to assist you in planning any special menus or requests you may have. To allow adequate preparation time, the menu for your event must be selected and set 2 weeks prior to your event date. Our banquet staff will inform you of the menu requirements prior to your selecting the menu for your event. The guaranteed number of attendees must be provided to the banquet office 72 business hours prior to the event. After the guarantee is provided, cancellations will not be accepted. Additions can be added to the guarantee without a surcharge up to the day of the event. Additions on the day of the event will be subject to a 15% upcharge.

Event prices at St. Clair Country Club are subject to change without notice based on market conditions. Printed prices are guaranteed 45 days prior to your event. Any prices for special menus or special requests for your event are subject to approval by the Banquet Manager and/or General Manager.

All food items must be purchased from St. Clair Country Club with the exception of cakes to be served at wedding receptions, anniversary, and birthday celebrations. St. Clair will charge a \$1.00 per person cake serving charge to cut, plate and serve cake to your guests.

To minimize the risk of food borne illnesses due to the improper handling of food items, guests will not be permitted to remove left over food or dinners from the premises for no-show guests. Left over cake is the only exception.

All food and beverage sales are subject to an 18% service charge and 7.1 % local sales tax. Any tax-exempt organization needs to provide the Club Office a copy of their tax-exempt letter prior to the event. Any event that does not provide a copy of the letter prior to the event will be subject to the sales tax charge.

Beverages

ALL beverages must be purchased from St. Clair Country Club. State law prohibits the sale or service of any alcoholic beverages to anyone under the age of 21. Any guests under 21 consuming alcohol or any guest providing alcoholic beverages to anyone under the age of 21 will be asked to leave immediately. St. Clair Country Club reserves the right to refuse alcohol service to anyone for any reason.

The club holds the host/hostess responsible for the monitoring of their guests' behavior, which includes the control of alcoholic beverage consumption.

Beverage service in our Ballroom will begin at the designated start time of the event. Beverage service will conclude at the scheduled ending time of the event. All beverage service will conclude at or prior to 1:00 am. Attendees of any function in our ballroom must vacate the facilities by 1:45 am.

On larger functions the beverage stations is the service bar. However, if an additional portable bar is added there will be a \$100.00 charge. If a bar set-up is requested in the room on smaller functions, an additional charge of \$100.00 will apply. Beverage service via the service staff will be available if a service bar is not set up in the room.

During an event if the bar is hosted by the sponsoring person the bar is inventoried upon arrival and again upon leaving and the host is charged for exact usage. If the host chooses to do a cash bar there is a \$1.50 per person charge for tea & coffee.

Payment

Charges for your event will be billed to your sponsoring member's club account. Sponsored events that are paid for on the night of the event will not show as an outstanding balance on that member's account.

Miscellaneous

No special privileges or reduced prices will be extended to any member.

Decoration of our facility is allowed as long as the decorations do not cause any damage to the facility. All decorations will be subject to approval by the Banquet Manager and/or General Manager.

On events where more than one entrée is allowed, it is the host/hostess's responsibility to provide color coding and to distribute that color coding to each of the guests to insure proper service.

The host/hostess booking any event at St. Clair Country Club assumes full responsibility for any loss, theft, or damage to club property by their guests.

St. Clair Country Club reserves the right to limit the volume of any band, DJ, or entertainment performing at the club. St. Clair Country Club does not allow the use of fog machines, smoke machines, or any pyrotechnics by any entertainment performing at the club.

St. Clair Country Club will not tolerate inappropriate or disruptive behavior at the expense of our membership. The host/hostess agrees to discontinue any activity that the management staff deems inappropriate.

St. Clair Country Club will not assume responsibility for decorations, cakes, cake parts, literature, or display items left in our facility prior to or after any event.

Pertinent to Illinois law smoking is Not Allowed inside the facility.

To enable us to provide excellent service, all parties of 15 or more will be required to pre-select a menu for their event.

Due to safety regulations, there will be NO rice, confetti, birdseed, or glitter permitted on the premises either in the Clubhouse or on the grounds. Flower petals are allowed. Failure to adhere to this policy will result in additional clean charges.

The Club may require that Security Guards be provided for certain events. If required, the Guards will be provided at the Client's expense.

Valet Parking

Private parties of 200 or more will be required to provide valet parking for the convenience of their attendees and for the general membership that are not in attendance. The cost of the valet service will be added to the event bill.