



Golden Hills
GOLF & COUNTRY CLUB

Private Function Request Form

Member Name _____ Member Number: _____
Contact Name _____ Room Requested _____
Phone Numbers _____ Date of Function _____
E-mail Address _____ Time of Function _____
Room Rental _____ No. of Persons _____

To Assist Your Planning And To Ensure A Successful Function, Please Read The Following Guidelines And Rules:

1. The Clubhouse at Golden Hills is a **Smoke Free** facility; smoking in the building is strictly forbidden.
2. **The Club will provide a cash bar for any function when requested (\$50 minimum fee).**
3. Reservations are for only the rooms specified and the necessary public access way. No intrusion should be made into other areas of the Club.
4. Alcoholic Beverage Policy
 - a. Bar service will be available in accordance with the laws of South Carolina.
 - b. Club staff shall not serve alcoholic beverages to anyone who is or appears to be intoxicated. The judgment of management concerning the state of intoxication will be final.
 - c. Should a member or guest appear to be intoxicated, the staff has been instructed to contact a relative or an independent taxi company and require that the individual be transported home. Employees will not personally transport the member or guest to his/her home.
 - d. It shall be the policy of the club that each member must assume the responsibility not only for himself but also for his guest. Further, each member is encouraged to comply with the spirit of this policy by assisting in its implementation in so far as his fellow members are concerned.
 - e. It shall be the policy of the Club that members not reprimand or abuse staff under circumstances where the staff's judgment indicates alcohol service to an individual should cease.
 - f. When private parties are held at the club that has minors in attendance, the host member will insure that non-alcoholic beverage service is available.
 - g. The Club staff has been instructed not to serve alcoholic beverages to a minor as defined by the State of South Carolina. Further, when there is a question as to the age of the individual, the staff will verify age by examining the appropriate documents submitted by the person questioned.
 - h. Should the appropriate members of the staff fail to comply with these rules, they will be subject to immediate termination.
5. Corkage Charges
 - a. Alcoholic beverages and food may not be brought into the Club or swimming pool by members or guests for the purpose of consumption. They may be brought into the clubhouse for gifts or prizes, so long as they are not consumed on the property.
 - b. Special permission may be granted to charitable/non-profit organizations that have alcoholic beverages **donated** for their event and have alcoholic beverages delivered to the club for their function by a licensed wholesaler **for golf tournaments only.**

- c. A group function that desires to provide alcoholic beverages for its guest will be required to pay a corkage fee based on each unit served. The Club will provide a bartender, ice and glasses for the event, set up and tear down the room and be responsible for clean up and trash removal. **The Corkage fee is as follows: \$18/half gallon liquor, \$6/case of beer, \$2/bottle of wine. A bartender fee of \$20/hr. will apply.**
- d. In no other case will the Club permit alcoholic beverages, liquor or beer to be brought onto the premises for consumption.

6. Private Parties

- a. A member responsible for a private or organizational affair must advise all attendees as to proper conduct and dress code requirements both in the clubhouse and all Club facilities.
- b. A member will not be charged a room rental fee when reserving the clubhouse for a function. **Sponsorship by a member for a non-member function is not allowed.** Approved non-members that request the use of the clubhouse for a private party will be subject to a room rental. **Members and approved non-members renting the facilities are required to pay \$1.50/person for private functions. Each party reservation will be responsible for a setup and breakdown fee.**
- c. All bills for private parties at the Club shall be rendered promptly by the management and payment thereof will be required immediately after the function.

d. **Rules and Regulations Governing Decorations**

- All decorations must be approved prior to decorating for an event.
- Do not put tape or nails in walls. Do not hang anything from the chandeliers and mirrors at any time.
- No Confetti, party streamers, rice or small table decorations with glitter will be permitted.
- Do not remove furniture, potted plants, etc. without approval of the General Manager.
- Do not drag tables, chairs or potted plants across clubhouse floors.
- Do not prop open doors any longer than it takes to carry items in and out.
- Club personnel cannot assist in moving items from vehicles to the Club.
- Ladders for decorating are not provided.
- Do not leave exposed drop cords on the floors.
- The Club is not responsible for pots, urns and props left at the Club at any time. There is no storage for such items and should be removed the day following the function.
- The Club has no cooling facilities for flowers.
- All florists must clean up behind themselves.

e. **Rules and Regulations for Bands and Entertainment**

- All bands and DJ's will be set up completely prior to the beginning of the function.
 - Management of the Club reserves the right to regulate the volume of any group or DJ playing on the premises.
 - Any questions or problems that arise should be brought immediately to the attention of the General Manager.
- f. The moving of furniture or other Club décor is strongly discouraged. [To accommodate a private function, permission may be granted by the General Manager, citing a necessity to do so and whereupon a fee is agreed upon to cover the labor involved and the wear and tear on the equipment moved].

7. General Prohibitions and Restrictions

- a. No advertising, solicitation or subscription paper will be posted in the clubhouse or premises.
- b. No animals will be allowed on the Club property. Exceptions are working animals in accordance with the ADA.
- c. Members, visitors or guests will not reprimand employees of the Club. Any complaints should be reported to the General Manager.
- d. Tipping of employees is permitted.
- e. No member, visitor or guest is allowed in the service areas of the Club.

8. Personal property of members and guests brought onto club property remain the full responsibility of the owner of said property. In no case will the Club assume any responsibility of the loss, damage to, or destruction of personal property.

9. Property Damage – Members are personally responsible for any damage to Club property caused by negligence or inappropriate behavior. Members are also reminded that any property damaged by their guest is also their responsibility.

10. Facilities and Property

- No property of the Club will be mutilated or damaged nor will any such property be removed from the Club premises without specific permission from the General Manager, obtained in advance. Any property of the Club damaged, mutilated, lost or otherwise injured will be paid for by such member or guest responsible.

- No persons will be authorized under any circumstance, without prior approval of the General Manager, to decorate or move furniture in any Club facility. This will not be construed to prohibit appropriate flower arrangements.

- The Club will not, under any circumstances, be responsible for property of members, guests or others persons brought on the Club premise for any purpose whatsoever.

I have read the rules and regulations governing private functions at Golden Hills Golf and Country Club and agree to abide by them. I guarantee payment of all Club charges incurred in connection with the function described herein. I understand that the Club accepts no responsibility or liability for decorations, furnishings or equipment not supplied by the Club for this function and that I am personally responsible for any damage to Club property.

Name: _____ Date: _____

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