

THE WATER'S EDGE COUNTRY CLUB

Private Function Information

The Water's Edge Country Club, one of the premiere communities of The Willard Companies at beautiful Smith Mountain Lake. Thank you for giving us the opportunity to host your banquet event. The Water's Edge Country Club is a full-service private country club with a wonderful banquet facility, and a professional and friendly staff to accommodate your needs.

1825 Water's Edge Drive
Penhook, VA 24137
PH: 540-576-1556
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Private Functions

All private functions must be for or sponsored by a Club Member in Good Standing. A sponsoring member is responsible for all charges incurred and any damages to the club.

The Water's Edge Country Club must provide all food and beverage catered on club property. Special occasion cakes are the only exception. There will be a cake-cutting fee of \$1.00 per person or \$100.00 maximum charge for cakes brought in for service. No food or beverages may be removed from club premises.

Damage to the banquet facilities and/or extraordinary clean up to the premises, such as birdseed, rose petals, or confetti, will be billed to the sponsor's account, if not paid promptly by the host of the function.

Florists and decorators must clean up any waste before and after the activity. The management prior to the function must approve all decorations.

The Water's Edge Country Club reserves the right to reject any musical group, for any reason. Check with manager before signing any entertainment contract.

Bands are required to set up one hour before function time and follow the club's dress code. The Water's Edge does not accept the responsibility for the expense of serving a meal to the band members contracted by the host. The club will refuse any distribution of alcoholic beverages to contract services without permission from the host.

All functions hosted for guests under the age of 21 years of age will be required to hire an off duty police officer in uniform for the duration of the party.

Room Charges

All functions will have a room rental charge, which includes linens, setup, and cleanup. The Ballroom will have a room charge of \$1,500.00, the Corral Room \$400.00, and the Veranda for \$500.00.

All functions must conclude no later than Midnight. Except for Club Sponsored Events. An additional charge of \$100.00 per hour for the functions continuing after 12:00am, to be arranged in advance.

Member Only areas cannot be closed or used for Special functions without permission from the Board of Directors. In the event that the club will need to close to accommodate your event a closing fee of \$3,000.00 will be charged.

Chapel Rental

In the event that the chapel is used for an event, the chapel rental fee will be as follows.

Nonmember with Catering

\$800.00

Nonmember without Catering

\$1,200.00

Time restrictions for events held at the chapel are as follows: Memorial weekend through Labor Day events must start 5:00 pm or later and during the rest of the year events must start at 4:00 pm or later.

Deposits

A \$1000.00 deposit will be required as security against the space you require if you are not a member of The Water's Edge Country Club and will be credited against charges incurred at the conclusion of the party. Deposits are not refundable in the event of cancellation. Deposits are refundable only if the room can be rebooked for another function. A deposit is not required of any member of The Water's Edge Country Club.

Attendance Guarantees

A function contract must be written and signed a minimum of two weeks prior to the scheduled event. A guaranteed number of guests is required 72 hours prior to function. This number will not be subject to reduction, unless discussed and approved by management. All changes that exceed the guarantee after the 72 hour will have an additional 25% up charge to the per person price. This policy will be enforced. Please ask the name of person taking your change of count for your protection.

Menu Planning

For all sit down dinners of 10 or more guests must be handled through the management. A set menu is required in which everyone in the party receives the same selected meal. A choice of two or more a la Carte entrees with a 72 hour advance notice will require an additional \$2.50 per person charge.

By appointment the Executive Chef can be made available for consultation in menu planning as requested. Vegetarian or Dietary accommodations can be made at no extra charge with advance notice.

Decorating

The club banquet facilities will be available for decorating during normal club operating hours provided that the room is not reserved for other use. Decorating must be completed one hour prior to function to allow the club staff sufficient set up time. Club personnel will not be provided to assist in decorating. The club reserves the right to control how and where decorations may be placed. Decorations must be removed directly after the function, unless club management has approved permission otherwise. All decoration details should be discussed with Club Management prior to the event.

Personal Property

The Water's Edge is not responsible for any loss or damage to personal property brought to the club by members, guests, or visitors. Any decorations or belongings must be removed immediately following the function.

Alcoholic Beverages

Alcoholic beverages may not be served to anyone under 21 years of age. Valid ID must be shown for all guests 30 years old or younger. Hosts are expected to help enforce this law, any infraction of alcoholic laws of the Commonwealth of Virginia will result in removal of all beverages from the function immediately.

The Club is committed to "Responsible Alcohol Management". The club reserves the right to refuse service of alcoholic beverages at its sole discretion.

Pricing

Prices confirmed by a signed contract will be honored. All pricing is subject to change at the clubs discretion, due to market conditions and fluctuations.

All food and beverage charges, a 20% Service Charge and taxes of 5.3% Virginia Sales Tax & 4% Prepared Meal Tax will be added. All Room Charges, Cake Cutting Fee, and Bar Fees are subject to 5.3% sales tax.

A member sponsoring a function is responsible for collecting all charges incurred.

Payment

For member sponsored events, all charges are billed to the members account unless specific billing instructions are defined in the function contract. All bills will be subject to finance charges and late fees if not paid in the club stated policy time.

For any nonmember sponsored events, the remaining portion of the food and bar bill are due upon receipt of the invoice. If payment in full has not been received 30 days after the invoice date, there will be a \$50 late fee. Each month thereafter, an additional 2% fee will be charged.

The following menu selections are a partial listing for your review, the club and chef are not limited to these selections alone. We would be pleased to provide to your individual needs. Pricing for items regularly not in inventory at the club will be based on market price, availability, and minimum purchases required by purveyor.

I have read and understand the above stated function policies and will adhere to the terms and conditions thereof.

Signature: _____

Date: _____

Sponsorship

Must be completed and on file in order for a non-member to Host an event.

Date of Function: _____

I hereby sponsor a non-member function at The Water's Edge Country Club for the above named person(s). I have met him/her and find this person to be of good character and believe that the above stated person is a responsible individual. I assume all financial responsibility should the guests do not meet their obligations. I have read and understand the Clubs guidelines on sponsoring functions.

Respectfully submitted,

Member: _____ Account Number: _____
Please print

Signature Date: _____

Manager: _____ Date: _____

Billing Information

Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____