



## **OUTRIGGER CANOE CLUB GENERAL INFORMATION AND CATERING POLICIES**

Any and all proposals, reservations, agreements and contracts respecting, the use of services and facilities of the *Outrigger Canoe Club* are subject to all Club rules and regulations and shall include, but not be limited to, the following express terms and conditions:

1. All food and beverage items will be purchased exclusively from the Club and consumed on Club premises.
2. Club Management must be notified of the guaranteed guest count by 12:00 noon, three (3) days prior to the event. This count is not subject to reduction. Guarantees for functions on Mondays and Tuesdays must be given by 12:00 noon on the previous Friday. The Club will provide and set up for 5% over the guaranteed count. Should the actual number of guests exceed the guarantee; every effort will be made to serve this guest. However, a menu substitution may be necessary, should we not receive a guarantee.
3. Prices quoted are subject to an increase proportionate to the increased cost of supplies or operation at the time of the event.
4. It is necessary that the Club be in receipt of all menu selections, meeting room set-up details and all remaining details for your function NO LATER THAN three (3) days prior to your function.
5. The Club reserves the right to relocate the function into adequate facilities should your guaranteed count be significantly less than your tentative count.
6. We provide services in planning special arrangements for your function such as decorations, flowers, audio-visual equipment and music. However, should members choose to provide their own arrangements, members then assume all liabilities for said arrangements.
7. Floor plans and room arrangements are provided upon request.
8. The Club will not be responsible for damage, loss of equipment or property belonging to the member and their guests.
9. Member agrees to be responsible for the conduct of the event and any theft or damages incurred to the premises or any other part of the Club, during the period of time the member, his guest, invitees, employees, independent contractors or other agents are under member's control or the control of any independent contractors hired by the member.
10. All extraordinary use of facilities such as: smoke or fire devices, hanging or placement of equipment or décor, use of mechanical or motorized equipment, are subject to prior approval of the Club maintenance department.
11. Amplified music must conclude by 9 PM.
12. At the Club's discretion, members may be required to provide professional security. Staffing and placement are at the discretion of Club management.
13. The Club will not be held liable for failure to carry out arrangements that are beyond our control due to acts of nature or other events that cannot be reasonably anticipated or controlled.
14. Labor charges may be assessed for functions scheduled on a Monday or a Holiday.
15. All food and beverage prices are subject to a 15% service charge and 4.712% state excise tax.
16. A corkage fee of \$15 per bottle will be applied to wines not offered on our wine list. Wines offered on the Club's list must be purchased directly from the Club.
17. Cake service is \$0.50 per person.
18. Smoking is not permitted within our clubhouse.
19. Parking: Arrangements need to be made prior to the event as to the number of cars expected.