

BANQUET ROOM RENTAL INFORMATION

Fox Haven Country Club

1 Country Club Drive, Sikeston, MO 63801 573/481-2176 Office 573/481-2177 Restaurant

Thank you for considering Fox Haven Country Club for your event. Whatever event you may be planning our staff is committed to making your affair successful and special. Some of the events we can host include:

- ❖ Bridal & Baby Showers
- ❖ Retirement Parties
- ❖ Birthdays
- ❖ Holiday Parties
- ❖ Rehearsal Dinners
- ❖ Weddings
- ❖ Reunions
- ❖ Corporate Events
- ❖ Anniversaries

PRICE LIST

Banquet Room Rental Fee:

- ❖ 1 - 20 people \$125.00
- ❖ 21 – 40 people \$175.00
- ❖ 40 or more people \$300.00

Rental fee includes use of tables, chairs, podium, and PA system. Room will be set up, taken down, and cleaned by club staff. The room will be set up to the Client's plan as near as possible. Room Rental Fee includes use of white linen table clothes.

Catering Costs:

- ❖ Food costs are negotiated based on menu selections. Our chef can prepare anything from light appetizers to a complete dinner. Because of kitchen and staffing limitations most catered events will be served buffet style.
- ❖ Water, Tea, and Coffee cost are included in Food Costs. Alcoholic beverages can be provided through an open bar, cash bar, or negotiated for special arrangements.
- ❖ Staffing costs are included in the Food costs with the exception of bar servers who are charged at the rate of \$10.00 per hour per server.
- ❖ All catering includes the use of club china, glassware, silverware, and serving equipment.

CATERING POLICIES

Payment for the event is due before the event starts on the day of the event. A deposit may be required based on the size of the event.

A minimum number of people to be served is required and payment for that number is to be charged to the customer regardless of the actual number served.

All food to be served is to be prepared by the Club. No food is to be brought in unless approved by the Club's management. The Club is not allowed to provide kitchen services or the use of kitchen equipment to Clients without prior approval.

In accordance with the Missouri Department of Alcohol Control, liquor may not be brought to and consumed on Club property. All alcoholic beverages are to be bought from the Club.

If the room is available, room decorations may be done the day before the event. Decorations are not to include nails or tacks into walls, extra sticky tape on walls, glitter, or anything that sticks to the carpet or chairs. No structural work is to be done to the walls, doors or any other part of the room. Clients are responsible for taking down and cleaning up their decorations. General clean-up of the room will be done by the Club.

The Club's closing hours are 10:00pm. Any event to exceed that time shall be approved by the Club's management. There may be additional charges for services provided after 10:00pm.

Providers of services, equipment, and supplies who are not employees of the Club are subject to Club management approval prior to commencing work on Club premises.

All entertainment must be set up prior to the start of the function. Any additional charges for the set up are the responsibility of the client.

The Club reserves the right to adjust the volume of any music or entertainment at their discretion

The Club reserves the right to inspect and control all functions as well as to implement such procedures as are deemed reasonably necessary in connection with the function.

The Client is responsible for the conduct of its guests and for any damages to any property caused by the Client, their guests, or contractors. The Club assumes no responsibility for any personal property of the Client.

Proper business attire is required at Fox Haven Country Club. Any questions or concerns regarding the Club's dress code should be directed to the General Manager.

By using any part of the Club's catering services, Client agrees to all the above policies.