



SHENANDOAH VALLEY GOLF CLUB AND THE LINKS POLICIES

We are delighted that you are considering Shenandoah Valley Golf Club for your function. Be assured that our professional staff will make it a memorable occasion. To be certain your function proceeds as flawlessly as possible, please carefully review the following policies.

PAYMENTS (ALL PAYMENTS ARE *NON-REFUNDABLE*)

Initial deposit: Payment of Non-Refundable, Non-Transferable Fee is the initial deposit and must accompany the signed Event Contract to ensure function date is confirmed on the club's schedule.

First (Initial) deposit: \$5000 for SVGC ballroom and \$2500 for The Links ballroom.

Second deposit: \$3,000 due ninety (90) days after initial deposit.

Third deposit: \$ 3,000 or remainder due and payable ninety (90) days prior to event date.

Final deposit: Due and payable fourteen (14) days prior to event date. This will pay for the event in full unless post-billing applies. If paying by credit card a 3.5% fee will apply.

If hosting a consumption bar, your bill must be paid at the conclusion of your event.

GUARANTEES

Confirmation of final guest count is due a minimum of fourteen (14) days prior to the event. This number will be considered a guarantee and is not subject to reduction. Your final bill will be charged for your actual attendance or the guaranteed guest count, whichever is greater. Be aware: Remaining quantities of food and beverage will not be made available should you have a shortfall in attendance. All changes including alphabetical and guest by table lists are due fourteen (14) days prior to the event. No changes will be made from that point on.

SERVICE CHARGE AND TAXES

In addition to quoted menu prices, there is a taxable 20% service fee on all food and beverages served, plus 5.3% VA state sales tax and 4% Warren County food and beverage tax. Prices are subject to change without notice.

FOOD AND BEVERAGE

All food and beverage including liquor, beer, wine, champagne and soda must be provided by Shenandoah Valley Golf Club. "BYOB" is not permitted. Virginia law prohibits alcoholic

beverages from being consumed in the parking lot or in public thoroughfares. Shenandoah Valley Golf club and The Links practices responsible service of alcohol in accordance with the ABC laws. The safety of our guest is our priority; therefore, our staff will not serve “shots” or pitchers of alcoholic beverages. Consumption of alcoholic beverages by anyone under 21 is strictly prohibited. SVGC and The Links reserves the right to refuse service to any guest who cannot produce a valid photo ID or any guest who is visibly intoxicated. Virginia law also requires a bartender to be present whenever alcohol is served.

Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food-borne illness, especially if you have certain medical conditions. Prices are subject to change without notice.

NO REMAINING FOOD OR BEVERAGE (WITH THE EXCLUSION OF THE WEDDING CAKE OR WEDDING CAKE SUBSTITUTION) SHALL BE REMOVED FROM THE PREMISES UPON CONCLUSION OF FUNCTION; SUCH FOOD AND BEVERAGE BECOMES THE PROPERTY OF SHENANDOAH VALLEY GOLF CLUB.

WEDDING CAKES AND OUTSIDE DESSERTS

We welcome outside vendors to provide your wedding cake. SVGC reserves the right to require a Food Waiver, provided by SVGC, which must be completed and returned by Client prior to function date. The Vendor will be fully responsible for delivery and set-up and must supply a box for “anniversary cake”.

CANCELLATION POLICY

A Non-Refundable, Non-Transferable Facility Fee Deposit is required at signing of Event Contract to secure the function date. Requests for event date-change must be received not later than eight (8) months prior to the original event date to receive consideration for an alternate date within the same calendar year. A fee will be assessed to accommodate event date-change. Should you cancel your event with Shenandoah Valley Golf Club, all required deposits are non-refundable. Functions which are cancelled within 48 hours of the scheduled date will relinquish all deposits and may also be charged 50% of gross food sales based on the guaranteed menu count.

CEREMONY

In the event of inclement weather, the client will notify SVGC or The Links of their decision to move the ceremony indoors THREE hours prior to the designated ceremony starting time. The DJ must supply the table and table cover for the ceremony.

CHILDREN

Children attending events at Shenandoah Valley Golf Club or The Links must always be under adult supervision. SVGC offers a plated meal of Chicken Tenders, French fries, and condiments to children 12 years old and younger for \$25.00. Guest ages 13 to 20 can receive the chosen package for \$80.00 each. Vendors who require a meal (Chef's choice) will be \$25.00 each.

BANQUET - EVENT ROOM DÉCOR

Access to the banquet room must be coordinated with the Event Manager.

Rental linens delivery must be coordinated with SVGC and The Links staff no later than three (3) days prior to the event.

NO CONFETTI, GLITTER OR CRYSTALS OF ANY KIND are permitted in décor or setup.

Tape, nails, screws, staples or any form of adhesives may not be used on furniture, equipment, floors, walls, ceilings or chandeliers.

Candles ~ Votives are acceptable; tapered candles must be protected by hurricane globes.

Flammable substances are not permitted in the building.

Shenandoah Valley Golf Club does not assemble or set up any components of room décor, table scapes, or floral displays.

Only fresh rose petals are permitted at outdoor ceremony site & flower girl's basket (no silk flowers). Oversized sparklers are not permitted for sendoffs. A maximum length for sparkler sendoff is 20". Client is responsible for prompt removal of all decorations, gifts, and personal items upon conclusion of event. Client must remove décor from arbor & ceremony site.

DAMAGE

The host is responsible for any damage to either the Fairview House or Cottage (to include towels/wash cloths (i.e. make up/hair products), linens, comforters, furniture, fixtures TV remotes, TV's, hardwood floors, kitchen appliances, or utensils) or the clubhouse building, as well as for any items, equipment, decorations or fixtures belonging to Shenandoah Valley Golf Club that may be lost or damaged due to the activities of the host's guests. Designated golf areas are off limits to all attendees including practice areas and driving range. Heels are not permitted on the putting green or golf course during photos.

Approved (Client's Signature): _____ Date: _____

Approved (Salesman's Signature): _____ Date: _____