

TRAVIS POINTE COUNTRY CLUB
BANQUET POLICIES

Party Capacity

Travis Pointe Country Club (the “Club”) is able to cater to groups ranging in size from 10 to 220 people. For cocktail and/or hors d’oeuvre parties, the capacity is approximately 300 people.

Deposits & Minimums

A \$1,000 deposit will be required to reserve the Ballroom. This deposit is applied against the final balance your of bill for the function. The deposit will be refundable, if event is cancelled prior to one hundred-eighty (180) days of the function. The deposit will be totally refundable after this date, if the room is re-booked for a similar type party.

During the months of May through September, and the month of December, Saturday night functions, held in the Ballroom, require a minimum food and beverage expenditure of \$5,000. The Club reserves the right to change the room(s) as specified in the contract, if the number of guests changes, or is deemed necessary by the Club’s Management.

Room Rental Fees

The following room rental rates apply to functions at Travis Pointe:

Room	Member	Non-Member
Entire Ballroom	\$300	\$500
Portion Ballroom	100	200
Presidents’ Dining Room	50	100
Family Dining Room	100	200
19th Hole	50	100

Guarantee Policy

The guaranteed number of people must be given to your Club’s banquet coordinator seven (7) business days prior to the function. The Guarantee is the minimum number of guests your group will be charged. If no Guarantee is given, we will consider your last indication of expected guests as the Guarantee.

Menu and Other Arrangements

1. Meal selection, estimated number of guests expected, equipment requests, room arrangements, and all details must be made at least two (2) weeks prior to function. Taste testings may be arranged by appointment only. All menu items for tastings are subject to approval, and will be charged to the final function bill. Taste testings will be limited to a maximum of four (4) people and to three (3) dishes.

2. Parties of fifteen (15) or more are required to arrange a set menu. Buffets are available for groups of thirty (30) or more people.

3. Although our banquet menus are extensive, with sufficient notice, our Chef will be pleased to prepare any special requirements you may have.

4. All food and beverages must be purchased through the Club and consumed on premises as directed by federal, state and local laws, with the exception of cakes for special occasions. A \$1 per person cake cutting fee applies to all cakes brought into the Club.

5. Menu selections, with more than one (1) entrée, will be subject to the following restrictions and policies:

- A \$2 per person surcharge applies to all private functions with a split menu.
- Split menus are limited to two (2) entrée choices, plus a vegetarian choice.
- The patron shall be responsible for providing menu cards for each guest specifying their meal selection.
- Last minute meal changes, when possible, will be charged at full menu price in addition to the guaranteed selections on the contract.
- Delayed meal service time should be expected for all private functions with a split menu.

6. Lunch menu items are served between 11 a.m. and 4 p.m.; after 4 p.m. Dinner menus and pricing begin.

Closing

The Club's closing time is 12:00 a.m. Last call will be given 30 minutes prior.

Bar Service

- On all functions where a bar is requested, if the total beverage revenue is under \$500, there will be a \$50 charge per bartender.
- All persons must be 21 years of age, with valid identification, to be served alcoholic beverages. Visibly intoxicated persons will not be served. The management of Travis Pointe Country Club reserves the right to refuse service and/or to close bars at its own discretion. The Club follows all State Liquor Laws regarding alcohol consumption.
- All bar packages are based on five (5) hours. Anything consumed past five hours is subject to be charge separately on a charge on consumption basis.

Valet and Coat Check

During the months of November through March, there is an automatic fee for Valet service on Thursday, Friday, and Saturday evenings. Prices are as follows:

- Parties of 100 or less guests- \$200.00
- Parties of 200 or less guests- \$300.00
- Parties of over 200 guests- \$375.00

Coat Check is available for a \$1 per person. Both fees are based on the final guaranteed count.

Gratuity and Tax

All functions are subject to a 6% Michigan Sales Tax and a 20% service charge and are automatically added to the function bill.

Miscellaneous

1. Affixing anything to the walls or ceilings is not permitted unless approved by Management.
2. Any personal property of patron(s) or guest(s) brought onto the premises of the Club and left thereon, either prior to or following the event, shall be at the sole risk of those persons. The Club shall not be liable for any loss of or damage to any such property for any reason.
3. Prices are guaranteed ninety (90) days prior to event unless extenuating market conditions, beyond our control, occur. Management reserves the right to inspect and control all functions being held on the premises.

Smoking

Travis Pointe Country Club's Banquet Facilities are non-smoking.

Golf Outings

1. To host your annual golf outing at Travis Pointe, one of Michigan's premier golf courses:
A minimum of seventy-two (72) golfers are required;
2. A food and beverage minimum of \$2,500 is required;
3. Applicable per person cart and greens fees are charged for all outings.
4. If additional golf carts are needed, a rental charge of \$40.00 per cart will be applied.
5. Locker room and bag drop services are available for all golf outings.

Sponsorship

All events at Travis Pointe must be member sponsored. The member or member sponsor assumes full responsibility for the conduct of all persons in attendance and for any damage done to any part of the premises during the event.

Special Request Items and Additional Banquet Information

Travis Pointe Country Club is happy to provide the following items and or services at no additional cost:

Dance floor; cake knife with server; hurricane lamps and candles; skirting; placement of all favors, place cards and guest book; projector screen, extension cords, and easels.

