



General Event Guidelines

Thank you for choosing Carmel Country as host for your special event. The entire staff will work diligently to ensure your event surpasses expectations. Carmel strives to guarantee all phases of planning are carried out to the highest standard. We highly recommend at least one meeting with our Event Planner to discuss all the particulars of your event, so that no detail goes untouched. The enclosed Banquet Food and Beverage Menus will assist you in choosing what type of menu or package is right for your event. We also welcome personal preferences. Carmel will attempt to honor any special request, should you wish to customize a menu. Again, thank you for choosing Carmel, and please keep us in mind for future events.

Operating Hours

Functions are normally hosted during normal Clubhouse hours, which are 9:00am to 12:00am Tuesday through Sunday. Alcohol distribution must cease by 12:00am Tuesday through Sunday. Last call will be at 11:30pm.

Should your event need to be held prior to 9:00am, we can accommodate this beginning no earlier than 7:00am. The opening fee is \$75 per hour. If your event needs to be scheduled on a Monday or any other day the Club is normally closed the following applies: an opening fee of \$2,000 in addition to regular pricing of food, beverage and minimum room revenue requirements.

Guarantees

In order for the staff to plan and execute your function effectively, the Club must have a tentative count of guests as many days prior to the event as possible. Last minute changes may affect our costs and the availability of certain items. Therefore, the Club reserves the right to adjust the quoted event price if last minute changes affect our costs in an adverse way. Final guarantees of the guest count must be communicated to the Event Planner 72 hours prior to the event. The Club does not prepare more food than the actual guarantee. Within your final guest count, please remember to include any auxiliary help (i.e. Event Planners, Photographers, Entertainment). The minimum food charge for the party will be based on the guaranteed number. Should attendance exceed the guarantee, charges will be based on the actual attendance. Guest numbers over the guarantee may not be served at the same time or the same food. Seating arrangements must be discussed at the time the final count is given.

Charities, Fundraisers & Non-Profit Organizations

Private and social events held at Carmel are for the personal enjoyment of the members and their guests. While the Club does host many events that eventually benefit the welfare of civic communities, the Club will not make any pricing exceptions. The Club's pricing structure is based on its fiscal responsibilities to its dues paying membership at large.

Member-Sponsored Events

Carmel Country Club will host sponsored events under the following guidelines.

- A member of Carmel must sponsor all events. The member is responsible for calling the Event Planner to schedule the sponsored event.
- The member will accompany the non-member at the initial planning session. At this time, the event will be booked and secured with the member's account number.
- Advanced member-sponsored bookings cannot exceed 18 months.
- An event must be sponsored before prices or dates can be given to non-members.
- All costs involved will be charged to the member's account.
- Members sponsoring an event must be in attendance at the event.
- The member accepts all responsibility for communicating Club policy regarding dress code, acceptable behavior and assuring the event is confined to the reserved room.
- Attendance at events will be limited to the organizations, associations, member and guests only.
- At no time will direct public advertising (through mail or news media) be permitted at the Club.
- Non-member functions cannot be booked in any member-only areas of the Club (i.e. The Grill, Fitness Center and Men's and Women's Locker Rooms).

* Only employees of Carmel Country Club are allowed to operate beverage carts and distribute alcohol when required for golf outings or events. Members/guests are not allowed to operate beverage carts or distribute alcohol at any time.

Carmel Country Club Alcohol Policy

Carmel operates in compliance with the North Carolina Alcohol Beverage Control Board. According to the Board, to protect members, guests and the Club, alcoholic beverages will not be served to anyone under the legal drinking age. Anyone appearing to be under the age of thirty will be required to show proper identification. Anyone seeming to be intoxicated will not be served alcoholic beverages.

The Club prohibits the use of cash bars. Should a ticket bar be requested, the following specific regulations will apply.

- The host is responsible for providing drink tickets.
- The host is responsible for providing change (i.e. \$1 and \$5 bills). The host is also responsible for the security of all moneys collected.
- Carmel will not provide an attendant to exchange cash for drink tickets.

All liquor, wine and beer must be provided by Carmel Country Club. Should you have a special wine selection you would like served at your event, your request to bring that wine will be honored. However, a maximum of six bottles of wine may be brought into the Club by the host for a corkage fee of \$15 per .750ml bottle.

Billing

All event fees will be rendered promptly, regardless of the time of the month. Payment is due upon receipt.

Food & Beverage Room Minimum Revenue

In accordance with good business practices, all events are subject to covering costs for setup, food, labor and facility maintenance and must adhere to the minimum pricing. Should the minimum not be met, the difference between the event's food and beverage cost will be subtracted from the minimum room revenue and will be charged to the member's account. Minimum room revenue between the hours of 9:00 am and 5:00 pm is 50% of the minimum evening room revenue. Members of Carmel do not pay room fees for personal use only.

Room	Minimum Room Revenue	Member Sponsored Room Rental
*Ballroom	\$3,500	\$1,000
Terrace	\$2,000	\$500
Club Lounge	\$2,000	\$500
*Ballroom/Terrace	\$5,500	\$1500
*Ballroom/Terrace/Club Lounge	\$7,500	\$2000
Presidents Room	\$500	\$500
Board Room	\$500	\$250
Presidents/Board	\$1000	\$750
Gold Room	\$500	\$500
East Room	\$500	\$500
Gold/East	\$1000	\$1000
Honors Terrace	\$1,500	\$1000
Pool Patio	\$1,000	\$1000
Pro Porch	\$500	\$250

*Minimum required room revenue for Saturday evenings is \$10000.

Reserved Rooms

Every effort will be made to have the reserved room available to you for decorating as early as possible. If the reserved room is being used for an earlier function, the room will be available to you a minimum of one hour in advance. Your selected private

room is reserved for the exclusive use of your guests. All other areas of the Club are designated for members.

Decorations

Decorations are an important aspect in creating ambiance and setting the mood for events. During the month of December, all private banquet rooms will be decorated in a holiday theme. The Club requires a pedestal flower arrangement for the main hors d'oeuvre table, which your florist should provide. Ice carvings may be used in lieu of a pedestal arrangement. If you need assistance in ordering centerpieces for your tables, the Club will be happy to coordinate the arrangements with a florist.

In order to maintain the Club's facilities in excellent condition, stringent guidelines govern the use, placement, installation and removal of decorations. The use of nails, staples, tape, thumbtacks and glitter to decorate is strictly prohibited. The posting of flip chart paper is forbidden in any fashion. Furniture may not be moved without approval of the Club Manager. Most commercial decorators should agree to comply with these guidelines. Charges will be assessed for damage to Club property.

Carmel will not be liable for damage or loss of any merchandise, decorations or articles left in the Club prior to, during or after a private function. Decorations of a personal nature should be delivered to the Club the day of the function and removed by the host upon departure.

Entertainment

Should you opt for live entertainment at your function, stringent guidelines will also apply. Please review your entertainment needs with the Event Planner before your entertainment is confirmed. Your entertainer must sign and return our Band Rider Agreement for Musicians and Performers.

Loading & Unloading

Entertainers, florists and other vendors associated with your event must adhere to Club policies in respect to where and when they may load and unload their equipment. Vehicles may be temporarily parked in front of the building but may not be left unattended at any time.

Vehicles

All vehicles must be parked in an assigned parking spot at all times. Limousines and buses are the only exception to this rule. They are permitted to park under the outside front portico area for a period no longer than 5 minutes for the picking up and dropping off of guests. Under no circumstances shall Club personnel serve limo drivers or other employees of this nature unless prior arrangements have been made.

Security

At the discretion of the Board of Directors, some events may require chaperones and/or security at the member's expense.

Food

In order to provide superior service, all private parties must have a prearranged menu. Carmel's policy is to prepare and display a quantity of food to more than please your guests; therefore, the packaging of "leftovers" is not allowed. Your menu selections must be confirmed with the Event Planner no later than 3 weeks prior to your event. Individuals are not permitted to cater the food for their functions at the Club.

All food and beverages must be prepared and served by Carmel Country Club, member or non-member related.

Buffet arrangements may only be set for groups of 25 or more for breakfast and 50 or more for dinner due to the large percentage of waste. We discourage buffets that are to be left open for an extended amount of time.

Carmel Country Club does not offer "test dinners" or sampling of hors d'oeuvres.

Vegetarians are welcome at Carmel. Please make any vegetarian requests known to the Event Planner during the planning stages.

Limited Menu Ordering

Dinner events for fewer than 20 people may order from a limited dinner menu. Prearranged menus are required for dinner events of 20 and over. Lunch events under 10 may order from a limited lunch menu. Prearranged menus are required for lunch events of 10 and over.

Staffing

Staffing of personnel is dependent upon the size and type of event. Management will determine the staffing requirements. All events are based on a 5 hour duration for evening functions and a 3 hour duration for lunch functions. Functions extending beyond this time are subject to an overtime charge of \$500 per hour.

Dress Code

Carmel's dress code requires jackets for gentlemen within all banquet and function rooms of the Club at all times. As a member host, you are responsible for your guests' adherence to the dress code. The dress code applies to all vendors hired for the event: music, entertainment and photography. The General Manager must approve any variations to the dress code.

Cell Phones

Cell phones are not permitted on the property of Carmel Country Club. Courtesy phones are available throughout the Clubhouse for member and non-member use.

Wedding and Receptions

You may provide fresh flower petals or bubbles for your guests to toss from the outside front portico as you leave. Glitter, rice and birdseed are prohibited. A maintenance fee of \$100 will be charged if prohibited items are used.

Service Charge and Tax

In addition to your food and beverage charges, a 20% service charge to food and beverage will be added. State sales tax of 8.5% will be charged on all prepared food and beverage sales. A 7.5% tax will also be included on the service charge.

Cancellations

Although the Club does not require a deposit, 9 months advance notice must be given to avoid a cancellation fee for a reservation. A cancellation between 6 and 9 months before your event will result in a 33% payment of the minimum room revenue, as well as the room charge if applicable. A cancellation between 2 and 6 months before your event will result in a 66% payment of the minimum room revenue, as well as the room charge if applicable. A cancellation of less than 2 months will result in a 100% payment of the minimum room revenue, as well as food and beverage charges if applicable.

A cancellation within 21 days before your event will result in payment of 50% of anticipated food and beverage revenue.

Cancellation fees for December functions will be doubled from the above-mentioned.

All fees will be charged to the member's account.