

# TERMS & CONDITIONS

## THE CLUB MUST CATER ALL FOOD AND BEVERAGES

Food and beverages are not allowed to be brought into or carried off the club property, with the exception of wedding cakes chocolate fountains, and signature items however, they are subject to a per person or per bottle fee. The wedding cake or signature item such as bottles of wine with custom labels, or items that Rolling Hills is not able to obtain through our designated vendors, must be prepared, delivered and set up by an approved vendor. Rolling Hills is not responsible for the condition, presentation or quality of these products.

## FOOD AND BEVERAGE MINIMUMS

Lunch: The minimum spending requirement for lunch is \$12.00 per person for food, which does not include 4.6% sales tax and a 20% club surcharge.

Dinner: The minimum spending requirement for dinner is \$20.00 per person, which does not include 4.6% sales tax or a 20% club surcharge.

## GRATUITY

Half of the club surcharge is distributed as a gratuity to the service staff.

## GUARANTEES AND PAYMENTS

A guaranteed attendance number is required for all parties and meal services (3) three days prior to the event date. You will be charged according to your guaranteed number or the number of actual attendees, whichever is greater. If the club does not receive a guaranteed number (3) three days before the date the event is scheduled, the number of the original guests expected will be considered your guarantee. The Club only prepares for an increase of 5% additional attendance to your guaranteed number. We can not be held responsible for a breakdown of service due to attendance, which exceeds 5% of your guarantee.

Menus and extra service requirements should be finalized at least one month prior to the date of your event. For non-member events, payment in the form of a check, cash, or money order for the estimated food portion of the event, which is based on your guaranteed number, is due (10) ten days prior to the date the event is scheduled. Final payment of all additional charges is due on the day of the event. If an arrangement has been made to offer a cash bar, or if your guests plan to reimburse you at the time of the event, please advise your guests that Rolling Hills does not have an ATM on premise and does not have the ability to cash checks for your guests.

Final billing is subject to review by the Banquet Coordinator for any outstanding charges.

## CANCELLATION POLICY

All wedding receptions and larger events guaranteeing 100 or more initially: Cancellations, received 180 days or more prior to the function date, will receive a full refund of the deposit. Cancellations, received 180 days or less prior to the function date, will forfeit the deposit in full unless the date is rebooked.

## MENU SELECTION

Menus should be selected no later than 30 days prior to the function unless other special arrangements have been approved by the Banquet Coordinator. All menu prices are subject to change at any time.

Multiple entrees are limited to (3) three options. An exact count of each entree must be provided (10) ten days prior to event. The host and/or hostess of the event are responsible for providing and distributing place cards to their guests, indicating their menu selection. The cards must be presented on the table at each individual seat to ensure proper service delivery of all selected menu items. Custom menus are readily available at the current market price.

## FLOWERS AND DECORATIONS

Rolling Hills Country Club does not usually supply centerpieces, decorations or flowers for banquet events. We recommend that you contact your florist, or Rolling Hills would be happy to recommend a florist for you. All decorations must be removed at the conclusion of the function. Rolling Hills does not assume responsibility for damage or loss of any personal or vendor items left in the club prior to, or after a function. Due to limited storage space, flowers and other decorations must be delivered on the day of the function unless other arrangements have been made with the Banquet Coordinator. If assistance is required assembling centerpieces and/or decorations, or if you choose to have our coordinator decorate with items we carry, an additional fee may apply.

## MUSIC

Members and guests are required to arrange for their own music. Rolling Hills reserves the right to control the volume and quality content of the music so it can be maintained with consideration to other Rolling Hills members and their guests.

## OVER TIME CHARGES

All private parties are limited to a (5) five-hour period. If the Host would like to extend the event, there is an additional charge of \$200.00 per ½ hour.

## RENTAL EQUIPMENT

Rolling Hills may be able to assist with some of the special items or services required for your event, such as folding chairs, chair covers, tents, heaters, valet parking, coat check etc. A surcharge in the amount of 15% will apply on the rental, labor costs and delivery fees of the special items. These charges will be added to your final bill.

## EVENTS CLASSIFICATION

**Member Event:** Any function directly for a member, member's spouse, or immediate family members. An immediate family member is defined as children, siblings, and parents of the member. There is no exception to this definition.

**Sponsored Member Event:** Any function for a member's friend, associate, extended family etc., in which the charges are placed on the member's account and the member is ultimately responsible for the payment of the event in a timely manner.

**Non-Member Event:** Any function that is not sponsored by a member.

## DEPOSITS AND ROOM RENTAL FEES

**Member Event:** No room fees are charged to members when food and beverage service is arranged from the designated banquet menus. If a member chooses not to opt for these services, a room fee of \$25.00 to \$400.00 per hour will apply accordingly.

**Sponsored Member Event and Non-Member Event:** Room fees range from \$100.00 to \$1,500.00 per event. Wedding ceremony accommodations are available for an additional \$400.00 room rental fee. This fee excludes any equipment rental expense. All room rental fees and deposits must be in the form of a check or money order.

All room rental fees must be paid in advance in the form of a deposit. The above stated cancellation policy will be adhered to for all deposits.

## DESIGNATED EVENT AREAS

Guests are prohibited from using Rolling Hills Country Club facilities other than the areas designated for a particular function. This rule is strictly enforced and is the member or host's responsibility to inform their guests of these boundaries and restrictions.

## POOL EVENTS

All pool parties are subject to a rental fee, ranging from \$100.00 to \$1,500.00 per event, which is based on the menu criteria and staffing requirement. All pool parties are required to have three (3) lifeguards on duty, at a fee of \$20.00 per guard per hour.

ALL PRICES IN THIS PACKAGE ARE SUBJECT TO CHANGE



15707 West 26th Avenue Golden, CO 80401  
Tel: (303) 279-3334 Fax: (303) 279-2165 [www.rhillscc.org](http://www.rhillscc.org)