
FOUR BRIDGES

Banquet Information

Thank you for considering Four Bridges Country Club to host your special function. We look forward to serving you in every way possible. The following information will help us to ensure the success of your upcoming event.

MEMBER SPONSORED

All private functions or banquets must be hosted or sponsored by a member in good standing of Four Bridges Country Club. The member assumes full financial responsibility for all expenses incurred in conducting the function. The member is also responsible for the conduct of all guests and must ensure that all guests are aware of and abide by all Club rules and policies as outlined in the Four Bridges Rules and Regulations Handbook.

PUBLIC ADVERTISEMENT

No public advertisement or blanket invitation through newspaper or other public media, to any private function at Four Bridges Country Club is permitted.

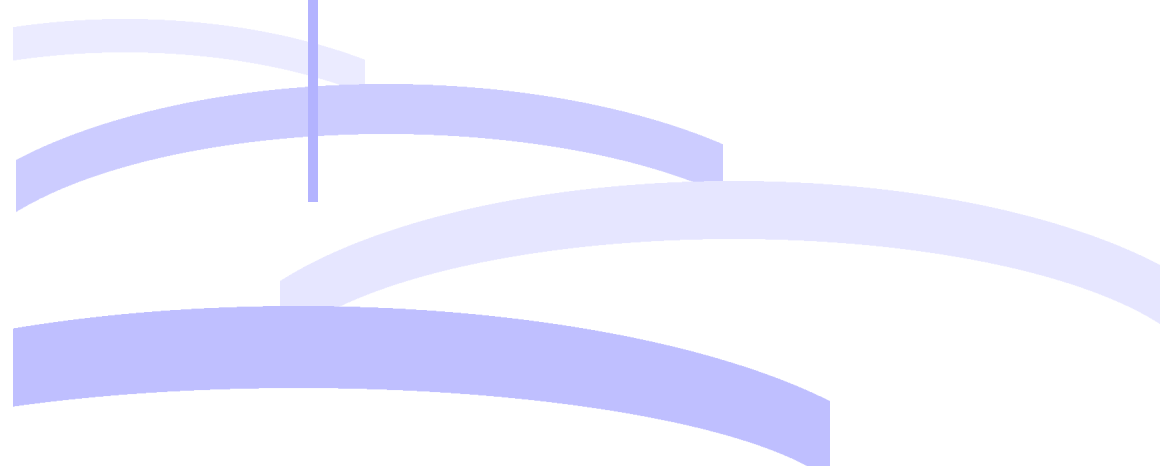
RESERVATIONS

To book a private party please contact our catering department at the Club. Reservations may be booked up to one year in advance. Menus, room arrangements and other details for your function should be submitted to the banquet manager at least two weeks in advance of your function date. All decorations must be approved by the banquet manager prior to set up. Menu tasting may be scheduled on weekdays during regular service hours and at regular pricing. We suggest set menus for all parties in private rooms. However, parties of twelve or less may order from the ala carte menu if conditions permit. Four Bridges is now a non-smoking Club, however there are designated smoking areas. Additionally, blue jeans and denim are not approved attire at the Club.

Function rooms are assigned according to the anticipated number of guests. If there are fluctuations in the number of attendees, the Club reserves the right to assign accordingly the banquet function room(s). All private functions will require a signed banquet agreement and a deposit which will be determined by the banquet manager at the time of booking. Deposits will be directly applied toward the function charges. Any balances due at the end of the function will be billed to the member's account unless the member chooses to place the charges on a major credit card accepted by the Club.

GUARANTEES

Please notify the Club with the exact number of attendees by noon, three working days (72 hours) prior to the function. The number of guests listed on the banquet agreement will be considered a guarantee for which you will be charged even if fewer guests attend. An increase in the guaranteed attendance will be accepted up to 24 hours before the function provided space and product are available.



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CANCELLATIONS

If a private function is cancelled within 48 hours of the function and the Club is unable to rebook the room or function area for an equivalent revenue value, the member will be charged 50% of the planned menu cost and all deposits will be forfeited.

CHARGES

All food and beverage function charges are subject to a 20% service charge and Ohio sales tax. Tax exempt charitable functions will require a tax exempt certificate. Menu prices are subject to change up to sixty days prior to the function. Functions which require set up of dance floors, decorations, bars, tables, pool furniture and or rearrangement of the function room or function area will be charged a set up fee which will be determined at the time of booking and will be based upon the staff and time involved. Other fees which may be incurred include: bartender fees, carving or Chef's fees, cake cutting fees, valet fees or audio visual fees - your banquet planner will provide details.

ROOM CAPACITIES

Approximate function room capacities are as follows (seated and cocktail party capacities noted)

Grill Room	110/200	Cupp Room	24/45
Traditions Room	40/75	Veranda	150/300
Bar-Lounge	30/45	Entire Clubhouse	200/400
Pool Patio	400/800		

• *Capacities will vary with cocktail requirements, entertainment needs, seating plan, audio visual equipment, head table and dance floor requests*

BEVERAGE

Four Bridges Country Club, LTD, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with county and state Liquor Authority's regulations. It is a policy, therefore, that all liquor, beer and wine be supplied by the Club.

FOOD

Except for approved charitable events and certain specialty foods such as wedding cakes which the Club prefers not to prepare, all food items must be supplied and prepared by the Club. A cake cutting fee of \$50.00 will be charged for wedding cake service.

