

SJCC Policies and Procedures

Holding a Function at SJCC

SJCC is a private 501(c)7 country club, which means that it is not open to the public. A member may request to sponsor a "non-member" function. The member is required to complete a liability agreement stating that he/she will be responsible for timely payment of all charges as well as responsible for any misconduct or damages to the facility.

Because SJCC is a private club, a function can in no way whatsoever, advertise to the general public. All guests of a function must be specifically invited by the host, or be members of SJCC. Written invitations to each guest are strongly recommended. If written invitations are not sent out, then a sign-in sheet must be used to register guests of your function. A member sponsoring a function **should** be in attendance at said function.

Scheduling a Function and Payment Arrangements

Non-member functions: All functions are considered tentative until a minimum 50% deposit and a signed contract are received and accepted by SJCC. Only one guest check will be permitted per function. The final balance must be paid at the time of service or the balance will be placed on the sponsoring member's account. We accept cash, check, Master Card, Visa, American Express, and Discover.

Costs incurred for member functions will be billed to the member account. It will be the member's responsibility to review and sign the ticket at the time of services; at that time any disputes will be addressed. Payment must be made at the time of the event unless, payment arrangements have been made with the General Manager, Randy Kahn. ***For each function held at the San Juan Country Club an administration fee will be applied to the final bill; charges are as follows***

1-49 guests \$25.00

50-99 guests \$50.00

100-149 guests \$75.00

150-199 guests \$100.00

200-299 guests \$150.00

300+ guests \$200.00

Initial _____

Cancellation

Confirmed functions can be cancelled with a full refund of the deposit up to 30 calendar days prior to the scheduled function. Tentative functions will be cancelled by management 20 calendar days prior to the function if no attempt has been made to finalize the function. **Initial** _____

Functions that are cancelled or modified 10 days prior to the event date will be charged 25% of the gross food sales based on the final count. **Initial** _____

Event Room and Room Arrangements

The Banquet Coordinator that you will be working with will request your specific needs for the event. All Information regarding head table count, table layout, entertainment, table seating arrangements, equipment needs and other special requests must be received 14 days prior to the event. **Initial** _____

Other supplies are available at a reasonable cost : wireless microphones, dry erase boards and overhead projectors, LCD projector, flip charts and screens, big screen TV, DVD and VCR players, we also have folding chairs, and small and large dance floors for the compass room. **Initial** _____

SJCC has the ability to special order colored cloth napkins. We will be happy to do so at a charge of \$0.50 per napkin. 30 days advance notice is required for the ordering of specialty linens. **Initial** _____

SJCC reserves the right to assign and re-assign rooms to best accommodate our guests. If it becomes necessary to move your function to another room we will notify you immediately.

Guests must remain in the room of their event. Other rooms and facilities are for the use of club member only, or other scheduled functions.

Room seating capacities: San Juan Room with dance floor in use: 200 people, without dance floor in use: 240 people, Compass Room: 110 people, President's Room: 100 people.

Room Charges

Any function lasting after 12:00 AM will be subject to a service charge of \$100 per hour. Last call will be given 30 minutes prior to the time the bar closes. **Initial** _____

All non-member functions will be charged a set-up fee for each room of \$4.00 per person.

Functions not requiring food or bar service will be charged \$500.00 for the President's Room and Compass Room. Lakeside setup is \$150.00. We do not allow functions that do not require food or bar service in the San Juan Room.

There will be a setup charge of \$150.00 for any event that requires heavy rearranging of the furniture at SJCC. **Initial** _____

Please not that due to the heavy tables in the San Juan Room the tables can not be removed, also storage space is limited.

Functions being scheduled during regular business hours in the San Juan Room or Locker Room Deck must have a minimum food/beverage/miscellaneous sales of \$3,500.00. Functions being scheduled in the Compass/President's Room must have a minimum food/beverage/miscellaneous sales of \$1,500.00. This minimum does not include gratuity and sales tax. If your party does not reach this minimum with the food/beverage/miscellaneous sales, we will charge you a room fee for the remainder of the minimum. **Initial** _____

Food and Beverages

Menu selections and initial estimates of the guest count are due 14 days in advance. A guaranteed count of guests is due 10 days prior to your function. **The guaranteed number is the number for which you will be charged even if fewer guests attend.** You will be charged for any additional meals served above the guaranteed count. **Initial** _____

We will set seating for the guaranteed number of guests in your function.

Guests may not remove any food or beverages from the premises due to license and insurance restrictions. Initial _____

Drink carts can be provided for meetings and bridge parties at a cost of \$3.00 per person. Drink carts offer ice water, iced tea, and coffee. The cart will be replenished throughout your event. Additional beverages may be added at an additional cost.

The coat check is a seasonal (fall and winter) charge. If you wish to have coat check service, it will be provided at a cost of \$50.00

If you would like assistance cutting your cake there will be a \$50.00 service charge.

If you would like the wedding party to be served there is a \$50.00 service charge.

All food, beverage, and miscellaneous items are subject to 20% gratuity plus current New Mexico sales tax.

The club does not recommend multiple plated entrees; however, the club will allow three plated entrée selections at the higher entrée price **at the chef's discretion only**.

A minimum of 25 people is required for all buffets. Portions for the amount of people confirmed will be prepared for the buffet. Portion size is determined by our chef, you will be charged for any extra food prepared.

Alcohol Service

Parties wishing to have in-room bar service with a dedicated bartender must guarantee a minimum of **\$300.00** in bar sales. If bar sales fall below this amount, the responsible party will be required to pay the difference. **Initial** _____

We will be happy to special order alcohol for your party, however, a final count (Number of Bottles) must be given to the banquet coordinator a minimum of 14 days prior to your event. **Initial** _____

Due to limitations to our liquor license unopened alcohol can not be removed from the premises. We will be happy to keep the alcohol on premises for you to enjoy at your leisure.

Kegs of beer are not allowed at SJCC

All state laws pertaining to the alcohol consumption **will** be enforced. Proper identification is required to be served any alcoholic beverage. Management may require persons of legal drinking age to wear wrist bands. Our staff reserves the right to refuse service to anyone. Any beverages brought into the facility will be confiscated by SJCC staff. You, as the host of your event are expected to assist in compliance with the laws. If the party does not comply with state liquor laws the bar will be closed. **Initial** _____

We ask your understanding and must insist upon your cooperation in preventing sales to minors and intoxicated persons.

Entertainment

All entertainment must be approved by SJCC. Band members are not allowed to invite guests to attend the function without an invitation by the host. All DJ's and live bands must finish playing their last set by 12:00 AM, or you must pay the additional room fee of \$100.00/hour (See **Room Charges**). **Initial** _____

Security

SJCC may require, at its sole discretion, security for you event. The cost for required security will be the host's responsibility.

Decorations

Guests are responsible for the placement of table decorations such as floral arrangements, special property, props, party favors, place cards, chair sashes, etc. You may bring candles for a centerpiece as long as they are in a container that will catch the wax. **Initial** _____

SJCC does not permit anything to be affixed or attached to walls, ceiling, furniture, fixtures, or any other property without written permission from the General Manager. The member host or the member sponsor is liable for any damage to SJCC property during an event. Failure to comply with this policy by the host or his/her hirees will result in additional charges for the cost of repair and /or replacement of damaged property. **Initial** _____

Use of rice, confetti, icicles, tinsel, glitter, or birdseed is not allowed in the building. The use of items of this nature will result in an additional clean-up charge to be determined by the General Manager.

Clean Up

The host will be responsible for excessive clean-up charges that may be incurred, to include carpet cleaning. In some cases the clean-up can be put off until the next day at a predetermined time. **It is up to management to determine if this service will be available. Initial _____**

SJCC Miscellaneous Rules

- No firearms of any kind are allowed on SJCC premises. This includes firearms brought in for gifts, raffles, or give-aways.
- SJCC will not assume any responsibility for injuries or the loss of any personal items placed in our facility prior to, during, or following your event.
- Groups that meet sales tax exemption status must execute the proper form at least 7 days prior to the scheduled event.
- SJCC has a non-smoking policy which prohibits smoking in the building. Smoking is permitted outside the building. In the winter months heaters are outside of the San Juan Room and Compass Room for smoker's convenience.
- Proper attire is required for all functions held at SJCC. Please inform your guests that hats are not allowed in the dining areas nor are cut-off jeans.
- Non-member advance bookings cannot exceed twelve months from your expected function date.
- SJCC reserves the right to cancel, at anytime, any function that does not comply with club policies and state regulations.
- SJCC reserves the right to inspect and control all functions being held on the premises.

We thank you for choosing San Juan Country Club for your event.

Responsibility Agreement

I, _____, accept the rules presented above. I realize that I am liable for any damages and any mistreatment of club property.

Signature Date

Liability Agreement

I, _____, a member of the San Juan Country Club have agreed to sponsor an event being held by _____ On _____ 200__.

I realize that I am liable for any damages and any mistreatment of club property and I will be responsible for all function charges in the event SJCC is unable to collect these charges from the responsible function host.

Signature and Member # Date