

Pine Lake Country Club

Policies, Procedures,

Facilities and Services

It is our pleasure to welcome you to Pine Lake Country Club. We are a private club which caters only to members and their guests. We take great pleasure in assisting with all facets of your event and look forward to working with you.

Booking Procedures and Guarantees

All reservations and agreements are subject to the policies and procedures of Pine Lake Country Club. A Pine Lake member in good standing must sponsor all events. Please discuss all special arrangements with our General Manager or Catering Director regarding menu, linen, floral arrangements, entertainment, electrical and audio visual.

Banquet space is assigned by the number of guests anticipated at the time of the initial booking. If attendance increases or decreases, Pine Lake Country Club will accommodate these changes to the best of our ability. Management reserves the right to relocate an event to a different room within the Club based on attendance.

All prices are subject to change. Prices will be confirmed no more than 30 days prior to an event.

It is required that menu selections, approximate number of guests, equipment requests and all other details are completed a minimum of 4 weeks prior to the event date.

To insure the quality and success of your event, a final guarantee is required 72 hours (3 business days) prior to the event. The Club will charge according to the final guarantee or the actual count, whichever is greater.

Groups requesting sales tax exemption must submit their tax forms 3 weeks prior to the function.

Deposit Information

A deposit of \$500.00 is required for all sponsored events. A deposit of \$2,500.00 is required for all weddings or events with more than 100 guests. Deposits are not accepted until the Board approves the event. All deposits are non-refundable and non-transferable.

Invoice Information

For members hosting parties, the summary of charges will be posted to their club account number. Sponsored guests will be required to pay 95% of the estimated food and beverage bill one week prior to the event. After the event takes place, an invoice will be mailed which must be paid in full, within ten days of the event.

Damage and Liability

Pine Lake Country Club assumes no liability for any damage, loss of merchandise, or articles left in the club prior to, during and following an event. Members hosting functions at Pine Lake Country Club will be held liable for the conduct of their guests while at the clubhouse or on the Club's premises.

Pine Lake Country Club does not permit the affixing of any material to walls, floors, or ceilings of rooms with nails, staples, tape or any other substance unless prior approval is received.

Dress Code

Pine Lake Country Club maintains a dress code in the clubhouse. Members are responsible for notifying their guests of this policy. Blue jeans or denim clothing of any kind are not permitted anywhere on Club property. A coat and tie are required in the Formal Dining Room.

Smoking Policy

Cigarettes, cigar and pipe smoking are prohibited in the clubhouse and clubhouse premises.

Rooms, Capacities and Set-up Charges

	CAPACITY	MEMBERS	SPONSORED
Fireplace room (Lake Room – front only)	130 (rounds)	\$300.00	\$700.00 Minimum No Maximum
Private Room I (PRI),	50 (rounds)	\$75.00	\$200.00 Minimum No Maximum
Private Room II (PRII)	50 (rounds)	\$75.00	\$200.00 Minimum No Maximum
Lake Room (Fireplace room, PRI & PRII)	280 (rounds)	\$1,000.00	\$1,200.00 Minimum No Maximum
Formal Dining Room	60 (rounds)	\$100.00	\$300.00 Minimum No Maximum
Founders Room	22	\$50.00	\$75.00 Minimum No Maximum
Fisher Room	35 (rounds)	\$50.00	\$75.00 Minimum No Maximum

Members requesting any of the above rooms will be charged a set-up/clean-up charge listed above, under column 'MEMBERS'.

Sponsored guests requesting any of the above rooms will be charged a set-up charge of \$5.00 per person or the minimum room charge whichever is greater. Please see the column above, titled 'SPONSORED'.

Food and Beverage

Pine Lake Country Club takes great pride and care in preparing and serving the finest food available. All food and beverage items must be purchased through the Club. Removing food or beverage items from the club is prohibited with the exception of take out orders unless special arrangements are made with management.

Sponsored guests please add \$2.00 for lunch and \$3.00 for dinner to the stated entrée prices.

Groups of 15 guests (or less) may order from the à la carte menu.

Groups of 16 to 30 may order from a pre-set, limited menu.

Groups of 30 or more may select from a pre-set, limited menu. (Prior food counts must be provided.)

Dietary substitutions are available. They should be a part of your final guarantee. In the event that arrangements are not made in advance, we will make every effort to accommodate your guests. However, the substitution will not be included as part of the final guarantee and will be charged accordingly.

Pine Lake Country Club operates in accordance with State regulation and the Michigan Liquor Control Commission. The Club will restrict the serving of alcoholic beverages in the event of over consumption. Under no circumstance will liquor be served to any person less than 21 years of age.

Pine Lake Country Club reserves the right to inspect and control all private functions and other Club functions being held on the premises.

All food and beverage sales are subject to 6% Michigan sales tax and 20% service charge.

Special Services

Pine Lake Country Club offers a variety of other services necessary to make your event complete. We are happy to arrange any of the following at an additional charge.

Linen	Variety of colors and sizes available
Riser	\$40.00 per section
Chef Attendant	\$75.00 per attendant
Coat Room Attendant	\$35.00 (plus discretionary tip)
	Mandatory with 50 or more guests
Valet Attendants	35.00 per attendant (plus discretionary tip)
	Mandatory with 50 or more guests
Valet Tipping	\$1.00 per person mandatory for parties with 100 or more guests
Cake Cutting Fee	\$2.50 per person (for cakes outsourced)
Ice Carving	\$250.00 (subject to change depending on details)
Stack Chairs	\$2.00 per chair
	Mandatory for banquets with over 200 guests
Stack Chair Covers	\$2.00-\$6.00 per cover

Audio Visual Equipment

TV/DVD Player	\$25.00	Flip chart	\$15.00
Screen 6'	\$15.00	Overhead Projector	\$25.00
Screen 10'	\$25.00	LCD Projector	\$65.00

Cancellation Policy (For parties of 25 or more)

When it is apparent that an event will be cancelled, the following charges will apply:

Weddings & Private Parties

	Lunch Event	Evening Event
More than 180 days before the event	Forfeit deposit	Forfeit deposit
From 179 to 91 days before the event	\$10.00 per person plus forfeit deposit	\$20.00 per person plus forfeit deposit
From 90 to 46 days before the event	\$15.00 per person plus forfeit deposit	\$30.00 per person plus forfeit deposit
Less than 45 days before the event	\$20.00 per person plus forfeit deposit	\$40.00 per person plus forfeit deposit

Performance of this agreement is contingent upon the ability of the Club to complete same and is subject to labor troubles, disputes or strike, accidents, government (Federal, State or Municipal) restrictions upon travel, transportation of foods, beverages or supplies and other causes whether enumerated herein or not, beyond the control of management preventing or interfering with performance. In no event shall PLCC be liable for loss of profit or for other similar or dissimilar collateral of consequential damages, whether based on breach of contract, warranty or otherwise.

I have read the policies of Pine Lake Country Club and agree to abide by them.

Signature

Date

First Name/Last Name

Date of the planned event

Billing address:

Name: _____

Street address: _____

City, state and zip code: _____

Phone number: _____

Please fill in this page and forward it to us via:

Fax: 248-682-1426

Email: monika@pinelakecc.com

or Mail: Pine Lake Country Club

3300 Pine Lake Rd.

Orchard Lake, Mi 48324

Attention: Monika

Thank you.