

POLICIES AND PROCEDURES

Ivanhoe Club offers the perfect settings, services and amenities upon entering the gated community. The experienced Club staff is prepared to assist you with planning and execution of your event, whether it be business meetings, wedding receptions, recognition dinners, luncheons or breakfast meetings.

Policies and Procedures

When a Member desires to entertain a group of 50 or more guests or to sponsor such an event for a non-member, the following shall apply:

- A member will receive a contract upon reserving any portion of the clubhouse for an event. The contract will state the purpose, date, time and anticipated number attending. The contract after being reviewed should be returned within 30 days with the deposit requested.
- When sponsoring an event for a non-member, the sponsoring member shall receive a letter to certify that they will accept financial responsibility for all charges incurred and for any damages that may occur that are not paid 30 days after event.
- A non-member will receive a contract upon reserving any portion of the clubhouse for an event. The contract will state the purpose, date, time and anticipated number attending. The contract after being reviewed should be returned within 30 days with the deposit requested.
- Ivanhoe Club requires valet parkers and coat check (non-summer) for events of 50 or larger with charges to be determined by the Club.

The duration of your event will be 5 hours from the initial cocktail service, until the building is vacated. Overtime will be billed for each additional half hour. In all cases liquor service will be discontinued no later than 12:00 a.m. Ivanhoe Club reserves the exclusive right to discontinue the bar service and/or any services at its discretion regardless of time.

Guarantee Policy

All functions and agreements are subject to the rules and regulations of Ivanhoe Club. The prices listed are our current rates; these prices are subject to market changes. Food prices are guaranteed 30 days prior to the date of the function. In arranging for functions, an approximate guaranteed number of attendees must be given 14 days prior to your function. A final count is due 4 days prior to the event. These guarantees are required for food and golf (if applicable). The number you provide us will be considered a minimum guarantee, not subject to reductions, for which you will be charged (even if fewer guests attend). If the sales office is not advised four days in advance, your last attendance figure will be considered as your final guaranteed count and charges will be made accordingly. The Club does reserve the right to substitute an entrée of equal or greater value if your count does exceed your guarantee. Cancellation within 30 days of contract will result in full refund of deposit. Cancellation after 30 days of contract results in forfeiture of the deposit and payments made.

Deposits

Parties in excess of 50 people are required to provide a deposit. A deposit is requested for all Ballroom, Ballroom Lounge, Ivanhoe Room and Sky Lite room. The deposit submitted will be used towards the ending balance of the event. In the event the function cancels within 30 days of contract being signed, the deposit will be fully refunded. Cancellation after 30 days of contract being signed results in forfeiture of the deposit and payments made to date.

Payment and Billing

The Client is responsible for paying all charges incurred. A 50% estimated payment for all food, beverage and miscellaneous charges are to be paid 30 days prior to the event. Final charges are to be paid within 10 days of receiving final billing for the event. **Check or cash (no credit cards)**. Any discrepancies in counts or charges should be identified and resolved at this time. You will be charged for the guaranteed number of guests or the actual number, whichever number is greater. Sales tax exempt groups must provide a signed certificate with all proper information prior to the function. If the Club is held liable for taxes not paid, the groups will be billed back taxes. .

Service Charge & Sales Tax

A 20% Service Charge is assessed for all functions. All State and local taxes are applied to the Food, Beverage and Service Charges. Currently this amount is 6.5%.

Banquet and Meeting Rooms

Banquet rooms are assigned by designated areas based on the number of people anticipated. If attendance drops or increases substantially, the Catering Director reserves the right to change the group to a room suitable for the attendance. Notification of the change will occur as soon as possible.

Menu Selection

From intimate private settings for 2 guests up to major events of 300+, the experience and dedication that the Staff at Ivanhoe Club provides will allow you the time you want for the personal aspects of planning an event. Following are some guidelines based on the number of guests you anticipate, to assist you while making your menu selection(s).

14 guests or fewer: You have the option of arranging a single menu or allowing your guests to order from the Thorngate Room menu. When time is a factor, we always recommend a prearranged menu. In the evening, we may request functions wishing ala Carte selections to begin services at times that do not conflict with Thorngate Room service.

Menu Selection (Continued)

15 – 20 guests: Thorngate Room Menu selections are unavailable for groups larger than 14 people; we would be pleased to provide you with a limited menu.

21 guests and higher: A set menu is required. If your function requires more than one entrée, the Club must have the exact menu counts for each different entrée 96 hours in advance. To expedite the service of each entrée, it is necessary to provide table cards to designate entrée selections for each individual. Functions that have selected more than one entrée will be charged for the guaranteed number of each entrée, plus any additions to that guarantee. The Club will prepare your exact guarantee for each entrée and will attempt to accommodate any changes during the function as well as charging for any additional cost incurred.

Buffets: Buffets are available for parties of 20 or more guests.

Lost and Found

The Club cannot be responsible for damage or loss of any articles or merchandise left in the Club prior to or following your function. The Club is not responsible for items missing from the coatroom and/or any other public space.

Food

No food and beverages purchased outside the Club are permitted in the function rooms. Exceptions include special “theme” baked goods such as wedding cakes, etc. with prior consent. Ivanhoe Club cannot assume responsibility for the quality of any products purchased outside of the Club. Ivanhoe Club requires your menu selection 45 days prior to your event. All arrangements need to be finalized three weeks prior to your event. Guests will not be permitted to remove food and beverages from the Club due to license restrictions.

Liquor

The state prohibits any alcoholic beverages brought to or taken from the Club premises. Ivanhoe Club has an extensive list of liquor, wines and beers and can provide a variety of styles of service from a fully attended bar and wait staff. Special orders are available, but advance notification is required to ensure proper delivery. A Bartender fee may apply. The catering staff reserves the right to refuse beverage service to any person without legal age verification (21 years old) or anyone who appears intoxicated. These regulations will be strictly enforced.

The duration of your event will be 5 hours from the initial cocktail service, until the building is vacated. Overtime will be billed for each additional half hour. In all cases liquor service will be discontinued no later than 12:00 a.m. Ivanhoe Club reserves the exclusive right to discontinue the bar service and/or any services at its discretion regardless of time. Bars packages are 4 ½ hours.

Smoking

Ivanhoe Club is a non-smoking facility.

Decorations

The Club will provide 3 votive candles per table, ivory table linens and ivory napkins at no extra charge. Ivanhoe Club Staff can also assist with special linens, floral arrangements and other decorating services available at an additional charge.

Any displays or materials placed in the Club for use during a private function, whether by a member, their representative or their guests, must be removed from the premises no later than one hour after the end of the event. The Club accepts no responsibility for loss or damage occurring to such materials or displays. To avoid damages to wallpaper, woodwork, or paint, we do not allow any taping, tacking or the attachment of any posters, flyers or any materials to walls, doors or ceilings without prior consent from the Club.

Ice Carvings

Custom designed ice carvings can be provided to highlight your special occasion. Pricing is based on size and design of carving.

Coat Check

A fee will be charged for all functions requiring a coat attendant.

Dress Code

Coat for gentlemen and complimentary attire for ladies is the normal dress code for the Club. However, a more relaxed standard may be permitted if necessary, or if the event is outdoors. We do, however, prohibit the wearing of blue jeans or denim clothing of any color in the Club.

Valet Parking

A function with an attendance over 50 guests is required to have valet parking. One car parker is required for every 50 guests. There will be a valet charge for the entire event. Valet parking is optional for groups under 50 guests.

Entertainment

Band and DJ should be instructed to contact the Club directly so that electrical requirements may be properly arranged. If we are not contacted 5 working days prior to the event, the guest will be responsible for all charges. Any electrical requirements above normal will be charged to the Client. Our sound system is available for background music purposes.