



## **General Information and Booking Policy**

Phone (903) 592-8226 Fax (903) 592-8246

Over the past ninety years, Willow Brook has established policies to ensure the successful, safe and accurate production of your special event. The best events are those that have been thoroughly planned with the policies recognized and communicated. Many of our policies are directed toward your guests and those providing specific services. Please speak to all those involved with the event and inform them of these policies.

### **A WORD ABOUT OUR FEES**

Members of Willow Brook enjoy many amenities of the club as a result of their dues subsidy. Non-members can be afforded the privilege of using the club under the sponsorship of one of our members, however, in the absence of dues subsidy from member dues the costs to the club must be covered by the appropriate fees. These fees are non-negotiable. Hosts of parties who enjoy holding sponsored functions at the club but who are not club members may elect to become members in order to enjoy the full benefits of the club.

### **MEMBER SPONSORSHIP**

All functions must be sponsored by a Willow Brook member in good standing with the Club. In accordance with Sponsor Agreement Form, the Member Sponsor agrees to allow utilization of their Club account to hold charges for the event and takes full financial responsibility for both the party and the host. All charges will be billed to the sponsoring member's account.

### **HOURS OF OPERATION**

Willow Brook Country Club's normal operating hours are 7:00 a.m. – 12:00 a.m. Tuesday-Sunday. Special arrangement can be made to accommodate Monday events. Early setup and access to the Club before normal operational times will result in an additional fee. All events must conclude by midnight, and vendors must be vacated by 1:00 a.m. to avoid additional fees for breakdown. The Clubhouse will be open for Monday holiday events such as Memorial Day and Labor Day. The Clubhouse is closed Christmas Day, New Year's Day and the Tuesdays following Memorial Day and Labor Day.

### **DEPOSITS AND PAYMENTS**

Willow Brook Country Club requires a non-refundable \$1500 deposit to reserve a Saturday evening wedding or large gala. This deposit will be applied to the final cost of the function.

All invoices will be sent within a week after the event and must be paid in full within 30 days of receipt.

### **FOOD MINIMUMS**

Minimum dollar amounts in food sales (prior to taxes and service fees) are required to cover anticipated set-up and service costs for your event. The food minimums are priced as follows for the specifically noted times:

Breakfast	7:00 a.m. – 10:00 a.m.	\$ 13.75 per person
Lunch	11:00 a.m. – 2:00 p.m.	\$ 18.75 per person
Dinner	5:00 p.m. – midnight	\$ 25.00 per person
Hors D' oeuvre	5:00 p.m. – 7:00 p.m.	\$ 19.75 per person
Afternoon Tea	2:00 p.m. – 5:00 p.m.	\$ 14.75 per person

### **CLUB CHARGES AND SALES TAX**

State sales tax of 8.25 % will be added to all food and beverage sales including alcohol. In addition to food and beverage charges, a 20% service charge will be applied to all events.

### **TAX EXEMPTIONS**

If the organization meets the tax exemption requirements, the event host is responsible for information the Event Coordinator during planning. A current Texas Revenue Certificate of Exemption must be on file with the Club no less than one week prior to the event. If the Club is held liable for taxes not paid, the event's sponsor will be required to pay taxes back to the Club.

### **FOOD AND BEVERAGE POLICIES**

No food or beverage of any kind, unless purchased from the Club, may be consumed on the Club's premises at any time (with exception of Wedding or specialty cakes). The Club's food and liquor licenses mandate that food and liquor be purchased by the Club from licensed purveyors and that food and liquor be consumed on Club premises. No food or alcoholic beverages may be removed from Club premises. All persons consuming alcohol on WBCC property must be the legal age (21 years) by Texas State Law. Willow Brook reserves the right to refuse service of alcohol to any guest unable to support the legal age requirement, or who may be intoxicated.

### **PRICING**

Pricing estimates are valid for 30 days and may change according to market conditions.

### **MENUS**

Our menus were created to offer you a variety of quality selections. While we feel our selections will delight the vast majority, they are by no means the entire scope of our culinary capabilities. We take great pride in our ability to create menus to accommodate the special tastes and needs your occasion require. Menu selections are requested a minimum of 10 days prior to the function. A menu may not be changed one week prior to the occurrence of the event.

### **BUFFET SERVICE POLICY**

In order to ensure the highest quality and service, there is a minimum of thirty (30) people for buffet service.

### **CANCELLATIONS**

All parties cancelled within five business days of the time of the event are subject to 50% of the food and labor costs that would normally be incurred. Parties cancelled within 72 hours of the time of the event are subject to 100% of all food and labor costs that would normally be incurred.

### **GUARANTEES**

Menus must be finalized no less than one week prior to your event. A guaranteed number of guests are required 48 hours prior to your function and must be received by noon that day. An approximate guest

count is required at the time of booking. For plated functions, an exact guarantee is required. For buffet functions, the Club will prepare to accommodate 5% over your guarantee. You will be charged based on the guarantee given or the actual number in attendance, whichever is greater. If a guarantee is not received 48 hours in advance of the function, Willow Brook will assume the guarantee to be the attendance figure originally discussed and food preparation and charges made accordingly. Please note that Tuesday guarantees are due on Friday at noon as the club is closed on Monday. This number may not be reduced once submitted. All charges will be based upon the guarantee or the actual number of guests attending (if greater than the guarantee).

### **MONDAY FUNCTIONS**

A \$5,000 food and beverage minimum (not including alcohol) is required for the club to open for special functions on a Monday. Additional charges may be applied based on the function requirements.

### **USE OF THE FACILITIES BY GUESTS OF PRIVATE FUNCTIONS**

WBCC is an active Club, and member dining and activities are ongoing. Areas booked for private functions are set aside for that purpose. **All other areas of the facility other than those booked may not be used by the guests of the function. All display items and decorations are to be confined in the area of the function.** The club reserves the right to book multiple functions at our discretion and may book more than one function in a room per day.

Our fee structure for normal functions is given two hours prior the event for set-up and one hour after the function ends for clean-up. Wedding receptions and large galas are given time allotments determined by the event coordinator prior to the event. Lunch bookings have the function rental space until 3:00 p.m. and dinner bookings have the function rental space until no later than 12:00 A.M. Any room that is booked in excess of the normal duration will be charged an additional fee based on the time used.

### **DECORATIONS**

To add to the elegance of your event, a floral or appropriate centerpiece is recommended for all guests tables. The Catering Office will be happy to assist you if you so desire. The following policies should be adhered to when decorating the Club:

- No nails, hooks, staples, tacks, heavy tape, etc. can be used on the walls, ceilings, floors, or any other areas of the Club
- No confetti may be used for table decorations
- Candles must be protected in votives or hurricane globes where flames are contained
- All decorations must be removed before the start of the next business day
- All elaborate decorating plans must be approved by the Catering Office and General Manager in advance to event. A possible charge may be applied based on the extensive set-up/clean-up regarding the task requested

Any extensive set-up or break-down of a function will be charged by the number of staff members at \$50.00 an hour. Willow Brook is not responsible for any decorations, props, or fixtures left on the property after the function has ended.

### **SPECIAL POLICIES & INCIDENTALS**

- Rose petals, birdseed, bubbles, and lavender are permitted. Sparklers are allowed with the liability waiver signed and coordination and details discussed with the Event Coordinator.

- Any items left at the Clubhouse for longer than 24 hours after the event will be stored and deemed Willow Brook Country Club property.
- All deliveries of decorations, wedding cakes, theme party props and band equipment must be coordinated with the Event Coordinator. All deliveries must be made at the back ramp/side entrance of the club. The front entrance is not permitted.
- Florist using the Club to stage their decoration must use appropriate measures to maintain cleanliness of their work area at all times.
- All deliveries of decorations, wedding cakes, theme party props and band equipment must be coordinated with and approved by the Catering Office.

### **DAMAGE TO THE CLUBHOUSE**

No decorations or displays resulting in a permanent mark may be attached to walls, doors, or furniture. Management has the authority to reject any décor at the discretion of the membership. Members or event attendees who damage Club property will be required to pay for the cost of the repair or replacement. All items belonging to the Club (furniture, décor, wall décor, chinaware, etc.) may only be moved from its normal position with the permission from the Event Coordinator or Banquet Manager. Any damages to the moved items will result in a charge to the private party.

### **LIABILITY**

Willow Brook does not assume responsibility for the damage or the loss of any merchandise, decorations, or personal articles left at the Club prior to, during or after a private function. The Club has no provision for secure storage of such items and it is advised that all items be removed immediately after a function.

### **DRESS REQUIREMENT**

We request the Gentlemen and boys over the age of 12 years wear coats in the formal rooms of the Club. For women, acceptable attire is dresses, dressy suits, or pantsuits. Prior approval must be given for “casual” or “informal attire” private functions. Please inform your guests of the Club’s dress codes.

### **PUBLICITY**

It is Club policy to discourage unsolicited publicity of any kind. No direct public advertising through the mail or news media will be allowed. If a private function is to be covered by any type of media, prior approval must be obtained from our Clubs’ Management.

### **EQUIPMENT and RENTALS**

Please see the attached miscellaneous charge sheet for pricing on available rentals through Willow Brook (on a first booked, first available basis.) A 20% club charge will be imposed for all specialty rentals or other vendor services arranged by Willow Brook.

### **GENERAL CHARGE (Weddings Receptions, Galas & Large Functions)**

A general charge of \$3.00 plus tax, per guest will be charged for all wedding receptions, galas and other large functions. The general charge underwrites costs associated with extensive setup of receptions and the labor, fixtures, and services specific to these events.

### **OVERTIME**

Events lasting beyond 11:00 pm Sunday-Friday and 12:00 am on Saturdays will be subject to a late night facilities fee of \$500.00 per hour or any portion thereof.

### **VALET PARKING**

Valet parking is not provided as an underwritten service of the Club for private functions. Daytime events with an estimated number of vehicles of over 150 will have to park as directed by club staff. This will be done in order to allow sufficient parking space for the membership. A fee of \$50.00 will be charged for each parking lot monitor. Guests should be informed when invited to follow parking policy when arriving for your event.

### **MUSIC AND ENTERTAINMENT**

Band and DJ's are welcome to entertain during a private function. It is important for the host of the function to contract the Banquet Office when a band has been chosen and provide the Club with their contract. Private dressing rooms are not provided by the Club. Occasionally, bands have contracts that do not recognize Club policies.

### **CHAUFFEUR DRIVEN VEHICLES, BUSES, BAND VANS, TRAILERS**

Limousines, buses and band vans or trailers must be parked along the Southern perimeter of the main parking lot.

- No vehicle (bus, van, or trailer) will be double parked or parked in close proximity to the Clubhouse. Chauffeurs are required to stay with their vehicles.
- Special arrangements must be made with the Catering Office for refreshments, meals or other service provided to hired drivers.

### **SMOKING**

Willow Brook Country Club Clubhouse and all adjacent buildings are smoke free environments.

Smoking is permitted outdoors only on the golf course.

Smoking is not permitted outside the main entrance or under the porte-cochere.

### **FURNITURE MOVING**

Certain pieces of furniture may not be moved to other positions within the club. The Card Room furniture must remain in its rightful placement and may not be moved in the room or other areas of the club. The back bar or foyer furniture may be moved, but a \$250.00 moving fee is charged.

### **INCLEMENT WEATHER**

From time to time, it may become necessary to cancel an event due to inclement weather or a shortages of utilities at the club. These occurrences are considered acts of God. In the event a function must be permanently cancelled under these circumstances, the club will collect 50% of the estimated charges to cover expenses incurred in the immediate days ahead of the function for the preparations and purchases. If such an event can be rescheduled within the same month as it was originally booked, there will be no additional charges for the cancellation.

### **OCCUPANCIES PER SPACE**

**(ALL BASED ON 60"ROUND WITH 10 PER TABLE):**

MAIN BAR	20 PEOPLE SEATED	50 FOR STANDING RECEPTION
CARD ROOM	50 PEOPLE SEATED	50 FOR STANDING RECEPTION
ROSE ROOM	50 PEOPLE SEATED	100 FOR STANDING RECEPTION
EAST ROOM	90 PEOPLE SEATED	200 FOR STANDING RECEPTION
BALLROOM	250 PEOPLE SEATED	300 FOR STANDING RECEPTION
FRONT OF CLUB	400 PEOPLE SEATED	450 FOR STANDING RECEPTION

**Bookings for 200 people or more, my require rentals of service wear based on numbers. The Club only has 275 banquet chairs. Additional chairs might be required for rental based on set-up. The Club does not maintain inventories over this number.**

**MISCELLANOUS CHARGES AND FEES**

**SPONSORED FACILITY FEES**

MAIN BAR:	\$ 75.00
CARD ROOM:	\$ 75.00
ROSE ROOM:	\$ 75.00
EAST ROOM:	\$ 100.00
BALLROOM:	\$ 150.00
FRONT OF CLUB:	\$ 500.00
LADIES LOCKER ROOM:	\$ 100.00
MENS LOCKER ROOM:	\$ 100.00

USAGE FEE FOR NON-MEMBER RECEPTIONS \$ 500.00

**LINENS (White is complimentary)(plus tax):**

Tablecloths	\$ 8.00 per cloth
Napkins	\$ .50 per napkin

**AUDIO/VISUAL (plus tax):**

TV/DVD PLAYER	\$ 30.00
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Podium w/Microphone	\$ 50.00
Large Projection Screen in ballroom (65"x116")	\$ 50.00
Portable Screen	\$ 30.00
Hanging Projector in ballroom	\$ 75.00
Portable Projector	\$ 50.00
Riser	\$ 30.00

**MISCELLANEOUS CHARGES (plus tax):**

Ice Sculpture	\$ 500.00
Staging each 4x4 piece	\$ 18.75
Stage Set-up (from outside vendor)	\$ 250.00
Move Piano	\$ 100.00
Move Furniture	\$ 250.00
Votive Candles	\$ .50 per Votive
Carving Station	\$ 50.00 per station
Tasting	based on selections
Wedding Reception Fee	\$ 3.00 per person
Cash Bar ( <i>not available to wedding receptions or large galas</i> )	\$ 100.00

## Willow Brook Country Club Sponsor Agreement

I, \_\_\_\_\_ (member number \_\_\_\_\_),

agree to sponsor (name) \_\_\_\_\_ for their event

(event name) \_\_\_\_\_ on

(date) \_\_\_\_\_. I understand as a sponsor, I am financially liable for all event

charges. Also, I will be responsible for any/all damages to Willow Brook Country

Club by host, any guest, or vendor for this event.

\_\_\_\_\_

Signature of Willow Brook Country Club Member

Date

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Event Host

Date

Please check this box if you agree to sponsor all future events hosted by this person/company.