

# *Corsicana Country Club*

## *Catering General Information*

### **The Club facilities can accommodate**

Seated breakfast, lunches, and dinners from four (4) to one hundred (100)  
Seminars and corporate presentations  
Receptions up to 300

### **Closing and Opening Fees**

A private event requesting the entire use of the Club facilities, thereby closing the Club, will require a minimum amount of \$7,500.00, plus tax, being spent at the event, as set out by the Board of Directors, as well as the approval of the Board of Directors for the event. A \$500.00, plus tax, charge will apply in order to open the Club when it is normally closed. This fee is in addition to all other charges. There is a \$2500.00, plus tax and gratuities, minimum for non-members.

### **Room Rental Fees**

Member hosts will not be charged a room rental fee for private events. Non-member hosts, even with a Member sponsor, will be charged a room rental fee of \$500.00, plus tax, for Front of House. This includes Club linens and skirting. Any other rentals, including tables, chairs, china, glassware, are additionally charged back to the host. Any exception to this point will be referred to the Board of Directors before any monies are collected.

### **Reservation and Payment**

A non-refundable deposit in the amount of \$500.00, plus tax, and in addition to any room rental fee, is required to reserve space along with a completed Special Events Contract. Fifty percent (50%) of all estimated charges are due 15 days prior to the event date. The remaining charges are due at the conclusion of the event. Billing may be charged to a Club member account, by credit card, or with prior arrangements paid by personal or company check.

### **Tax and Service Charges**

Current Texas State sales tax will apply on all food, beverages, and any miscellaneous charges. A service charge (gratuity) of 18% will apply to all food and beverages.

### **Cancellations**

Cancellations made within 48 hours of an event will be subject to a cancellation fee of 50% of all monies collected to that time, plus tax.

### **Texas Alcoholic Beverage Commission (TABC) Fee**

A \$5.00 charge for every four guests (a TABC Temporary Membership card will be issued to each designated temporary member) will apply to any non-member host of a special event in which alcoholic beverages are served. In addition, this will also apply to Members' events where an Open Bar has been arranged. To avoid this fee, ALL alcoholic beverage charges must be charged to the sponsoring Member's account.

**Food and Alcohol Beverages**

All food and beverages consumed on the Club premises must be purchased from the Corsicana Country Club. Wedding cakes and specialty cakes will be permitted to be brought in from an outside bakery or caterer. All food and beverages ordered for private event being held at the Club will remain on the premises following the completion of the event, except for wedding or specialty cakes brought in.

**Parking**

The Club provides ample free parking in the front and rear of the Clubhouse. The Club does not offer valet parking. If an event wants to utilize valet parking, it will be at the sole expense of the host, with a liability waiver provided by the valet parking vendor to the Club.

**Guarantee**

The number of guests in attendance for any private function must be communicated to the Clubhouse Manager by 12:00 Noon, three (3) working days prior to the function. This number will be considered a final guarantee, not subject to reduction. If the Clubhouse Manager does not receive this final guarantee, the estimated number of guests most recently received will be considered the final guarantee. The final bill will be based on the number of guests actually served if it is greater than the final guarantee. Last minute set ups or changes may be subject to an additional fee.

**Liability**

The Club will not be responsible for personal property brought to the Club or for any adverse actions caused by "acts of God," members, or guests.

**Notes**

***Corsicana Country Club***

***903-874-8288***