

JAMES RIVER COUNTRY CLUB

BANQUET POLICIES

The James River Country Club welcomes you and your guests to elegant accommodations unsurpassed in the Peninsula area. The finest foods and wines served by the most hospitable staff are available for your party at the Club.

We offer a wide variety of private facilities suitable for luncheons, meetings, dinners and receptions – for five to five hundred guests. The manager will assist you in planning every detail of your function.

GENERAL INFORMATION

A member may sponsor a party given at the Club by a non-member. The member should attend the function and will be responsible to the Club for all debts relating to the function, for appropriate behavior at the party and for any physical damage in connection with the party. The member must write the manager to authorize sponsorship before the reservation will be considered firm. There will be a Room Rental charge per person for all sponsored functions: \$2.50 per person for lunch and \$5.00 per person for dinner. Exception: Friday and Saturday functions –

Golf Museum*, \$400.00; Sun Room, \$300.00; North Room, \$500.00;
Main Dining Room, \$300.00; Ballroom & Sun Room, \$800.00;
Ballroom, Sun Room & North Room, \$1,200.00;
Ballroom, Sun Room, North Room & Main Dining Room, \$1,400.00

Member sponsored functions on Friday and Saturday nights require a \$5,000.00 minimum food and beverage charge. Management must approve all special arrangements for any private function – including, but not limited to entertainment and decorations – in advance. All decorators/florists must clean up after themselves or a \$100.00 cleaning fee will be charged. Floral arrangements must be brought in complete. Florists are welcome to add “finishing touches” to their work once delivered, however, the Club cannot be used as a work shop. Artwork hung throughout the Club may not be removed. **No fresh flowers or live plants allowed in the St. Andrews Golf Museum.*

The Club does not permit the affixing of anything to the walls, floors or ceilings with nails, staples, tape or other substances. The Club is not responsible for the damage or loss of any articles left in the Club before, during or after the event. Please take your personal belongings with you upon departure. Guests are expected to dress appropriately for a country club setting. The Club provides a beautiful setting for wedding ceremonies as well as receptions, dinners and cocktail parties.

ADDITIONAL FEES

Sponsored Ceremony on Club Property	\$1,000.00
Chair & Chair Cover Set-up and Removal	\$1.00 ea.
Attendants (Carving, Pasta Stations/Passed Hors d’oeuvres)	\$95.00 ea.
Cake/ Dessert Service	\$1.00 per guest

OVER →

MENUS

Groups of more than eight persons are required to preset menus for private parties. Menu selections must be made at least 14 days prior to the function. We suggest that menus be limited to one entrée selection; however, we will try to accommodate any special dietary restrictions. If you desire two choices, the higher price will be applied.

GUARANTEED COUNTS

The guaranteed number of guests is required at least 48 hours before the function (or by noon Friday for a Tuesday function).

SERVICE CHARGE AND TAX

All food and beverage charges are subject to the following:

Service Charge: Member Function, 18%
Sponsored Function, 20%

Sales Tax: State Tax, 6.0% and Newport News Food & Beverage Tax, 7.5%.

PARTY PAYMENT

All member and sponsored functions will be billed on the member's monthly statement. Payment is due upon receipt.

DEPOSIT

Sponsored functions of 150 people or more are required to pay a \$2,500.00 deposit; for members, \$1,000.00 deposit. The manager will determine the amount of deposit for smaller functions. The deposit is due within 14 days of booking the room in order to confirm the space.

Functions, which are cancelled less than 60 days prior to the reserved date will forfeit the deposit. (Exception: dates reserved for the month of December require 90 days written cancellation notice.)

BAR SERVICE

Please be advised that the legal drinking age in Virginia is 21 for all alcoholic beverages. The Club will comply with this law in every regard. Furthermore, because of our commitment to responsible alcohol service, we maintain that it is management's right to refuse service to anyone who may jeopardize his or her safety or the safety of others as a result of alcohol consumption.

(Revised August 17, 2017)