

The Castlewood Country Club

Private Party Catering Policies

Menu

We are eager to create a memorable event for you and we can certainly help custom design menus to your needs. An event order will be provided to you prior to your function and will include the guaranteed pricing for your function. We make every effort to ensure that prices and policies herein are current. However, both prices and policies are subject to change. Prices on all events are confirmed 60 days from the date of final event order publication and/or signing date, but are subject to change due to fluctuating market conditions.

Music, Decoration & Cake

We ask that you provide us with the names and telephone numbers of all vendors delivering items to Castlewood Country Club (will be defined as the "Club") for your event.

Castlewood has provided you a list of preferred vendors who can offer a variety of high quality services to enhance your party. If you wish to use someone other than those listed on our vendor list you may do so at your own risk, with the exception of linens and equipment rentals (see below).

Linens, Tables & Equipment Rentals

Castlewood Country Club provides 3/4 length, white damask tablecloths for all 60" round banquet tables and white 60x60 damask napkins. We will also provide white tablecloths and skirting for additional display and tables. Floor length cloths, overlays and alternate color options are available at an additional cost. Red or green napkins are available to rent at \$0.50 per napkin. Additional colors are available at \$1.00 each. Your catering coordinator will assist you with ordering any specialty linens or tables through our vendor. Please note, the Club will not allow delivery of linens from outside vendors.

Service Charges & Tax

There will be 20% taxable service charge plus applicable sales taxes applied to food and beverage prices for all outside events or member-sponsored events. 15% service charge will apply to all member events. 9.75% State Tax will be applied to everything, including service charge.

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Private Party Catering Policies Continued

Beverage Pricing & Policies

The Club will provide all alcohol service. Under special pre-arranged circumstances beverages may be brought on property with the associated taxable corkage fee. We will be happy to special order beer, wine, champagne or liquor. There may be a service fee for hard to find liquors depending on the availability. The event host is responsible for the entire purchase price of beer, wine, champagne or liquor ordered by the Club for your function if it is not something normally stocked in inventory. We offer an attractively priced wine selection and can special order wines we do not normally stock. If you choose to provide your own wines or champagne, there is a corkage fee of \$18.00 per 750ml. bottle. This will be charged on all wine and champagne delivered to the Club for your event. One and a half liter bottles are not permitted. Corkage is considered a beverage purchase; 20% service charge and applicable sales tax applies to the corkage fee.

A \$500.00 bar minimum will apply to any banquet bar, hosted or no host. Selection of any one of the beverage packages would cancel out the minimum.

We Check ID

*Any guest who appears to be under the age of 30 may be asked to show valid California ID at anytime during the event. **All** guests are required to have a valid ID in order to be served alcohol at the bar. The Club reserves the right to deny service of alcoholic beverages to anyone, at anytime, for any reason, especially to those guests who may appear to be intoxicated.*

Dress Code

*The event host is responsible for advising any and all guests of the Club's dress code. **Blue jeans and/or denim of any kind are not permitted on Club property at anytime.** Collared shirts and closed toe shoes for gentlemen are required.*

Member Pricing & Privileges

Our valued members receive preferred pricing when hosting a personal event for themselves or any immediate family members. Preferred pricing will also apply to any personal corporate or company event hosted by the member. We will extend select privileges for those members wishing to sponsor a friend or associate for an event, please note that not all privileges are transferable to your guests when sponsoring their event. Please contact the Catering Coordinator with any questions you may have regarding this policy.

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Banquet Rooms and Accommodations

Room Capacities & Rental Fees

All events booked on Saturday evenings require a minimum revenue of \$10,000.00, excluding service charge and applicable taxes. A **non-refundable** deposit fee of \$2,500.00 is required at contract signing, with 50% of the balance due 3 months prior and the remaining 50% due 30 days prior to event. Any additional charges are due immediately after the event. All payments must be made by check. All Banquet rooms are rented in a block of 5 hours. Additional time can be added, in advance, by the hour at \$400.00 per hour, plus bartender fees, if applicable. A charge of \$600.00 per half hour will be added if time is extended the night of your event. You are allowed access to your event room 2 hours prior for setup at no additional charge. If you require more time please check with the Catering coordinator to make arrangements. We will accommodate you if at all possible; please note additional charges may apply. Room rental for members is dependent upon particular set up requirements.

Event Times

Daytime events may begin as early as 6:00am and up to 11:00am. Daytime events can be extended if additional time is available and there are no conflicting evening events. Evening events begin at 5:00pm or later (including ceremony start times). All evening events must conclude no later than 1:00am.

Grand Ballroom:

Up to 500 seated guests at rounds of 10

With Dance Floor Space: Up to 400 seated guests at rounds of 10

Includes Private Bar/Lounge and Outdoor Patio

Day Rate.....\$1500.00

Evening Rate.....\$2500.00

Verona Room:

Up to 250 seated guests at rounds of 10

With Dance Floor: Up to 175 seated guests at rounds of 10

Includes Private Bar/Lounge and Outdoor Patio

Day Rate.....\$1000.00

Evening Rate.....\$1500.00

Colonnade Room:

Up to 140 seated guests at rounds of 10

With Dance Floor: Up to 100 seated guests at rounds of 10

Includes Private Service Bar

Day Rate.....\$500.00

Evening Rate.....\$1000.00

Wedding Ceremony at the Oak Tree Grounds: \$750.00

Setup and use of white, folding garden chairs (up to 150) and trellis. A professional wedding coordinator is also available to assist you with your rehearsal and day-of ceremony coordination for an additional fee.

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Miscellaneous Fees

Security Guard.....\$175.00

One guard is required for all banquet events. Five-hour minimum charge per guard, \$35 per guard, per hour thereafter. For parties of 200 or more guests, two guards will be required.

Food Station Attendants or Chefs on the floor..... \$125.00+

Bartenders..... \$75.00+

Coat Room Attendant..... \$125.00+

Portable Dance Floor..... \$125.00+

Cake Cutting Fee..... \$2.50++ per person

Chair Covers..... \$7.00 per cover

Includes, cover, choice of sash and setup.

Delivery Charge of \$75.00 will apply to all rented items.

AV Equipment:

Screen..... \$25.00

Overhead Projector..... \$25.00

Flip Chart w/pens..... \$25.00

Wireless Hand-held Microphone..... \$75.00

Wireless Lavalier Microphone..... \$125.00

Hardwire microphone..... No Charge

Portable PA System..... \$100.00

LCD Projector..... \$200.00

Laptop..... \$100.00

Combination laptop & LCD Projector..... \$250.00

Fashion Show Ramps and Gangways..... \$100 Each

Podium or Table-top Lectern..... No Charge

- Rental of Club property for purposes of off premise parties will be reviewed on a case-by-case basis. Delivery fees, rental fees, and other fees will apply.

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Other Policies

I. Regarding the use of Club Facilities for events involving young adults under the age of twenty-one, for the purposes of graduation parties and proms:

- 1) There must be an adult chaperone over the age of twenty-one for every twelve guests under the age of twenty-one.*
- 2) There must be a security guard for every fifty guests. There must be a security guard for the parking lot.*
- 3) **No alcohol and no drugs.***
- 4) All guests must stay within the designated party room. Any person who leaves the interior of the building or is found wandering through other areas of the clubhouse will be asked to leave the premises.*
- 5) All guests must follow the Club dress code, specifically no jeans or denim and no shirts without collars.*
- 6) There will be a minimum guest charge of \$60 per person.*
- 7) Music will be kept to a reasonable volume.*

II. Regarding the use of the Club for Outside Golf Tournaments:

- 1) All donated beverages must be delivered to the Club the Friday before a Monday event.*
- 2) These beverages must be delivered to the receiving agent at the back loading dock of the clubhouse.*
- 3) Absolutely no glass bottles will be accepted.*
- 4) Beverages on the course may not be used in the clubhouse.*
- 5) Beverages on the course will be brought back to the dock by club staff. The tournament host is responsible for picking up those beverages the evening of the tournament.*
- 6) A maintenance charge of \$125.00 will be applied for each beverage station and barbecue location.*
- 7) Ice used for the on course beverages will be charged upon consumption at \$12.00 per 40 lb bag.*
- 8) A fee of \$4.50 per person will be applied for the use of catered food on the course not supplied by the Club.*
- 9) A corkage fee of \$325.00 will apply to donated products per 18 holes (cans only, please).*
- 10) No liquor will be allowed on Club premises from outside sources.*
- 11) The use of a chef or attendant will be \$125.00 regardless as to the provenance of the food.*
- 12) A waiver must be signed to free the Club from any and all liability resulting from the use of products brought to the club through sponsors, donors, or any outside source.*

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Preferred Vendors

*This list includes some vendors we have worked with in the past.
We feel comfortable that the quality and service provided is of a superior standard.*

Floral Design

The Flower House

925.960.1375

www.theflowerhouse.com

Twigs & Ivy

925.833.8532

www.twigs-ivy.com

Flowers with a Personal Touch

Rose Smith

925.447.8095

Disc Jockey Music

Eastwood Entertainment

1.800.788.4ADJ

www.eastwoodentertainment.com

Elite Entertainment

408.733.8833

Vic Pelayo

www.e3music.com

Denon & Doyle

1.800.693.5003

www.djay.com

Amos Productions

Jody Amos

1.800.693.5003

www.amospro.com

Brad Kinney Productions

1.800.734.1372

www.bradkinney.com

21st Century Sounds

925.938.2858

Brian Fitzsimmons

www.21stcenturysounds.com

Specialty Cakes & Pastries

Primrose Bakery

925.373.7786

www.primrosebakery.com

Le Gateau Elegant

925.313.9076

Karen Del Bonta

www.legateaelegant.com

Katrina Rozelle

925.313.9076

www.katrinarozelle.com

Photography

Kathleen Ahern Photography

925.606.8800

www.kathleenahern.com

AGB Photographics/Angela Gail Banchi

415.504.7791

www.agbphotographics.com

Lori A. Rittinger

925.934.2103

www.rittingerphotography.com

Michelle Amorin Photography

925.846.8991

www.amorinphoto.com

Focus On You Photography

925.935.5688

www.focusonyou.biz

Videography

Legacy Films

408.356.3400

www.legacyfilmsevents.com

Live Music

Ken Cooper

925.932.6064

stratmac@astound.net

Linen Rentals & Chair Covers

Pleasanton Rentals

Sherrri Creighton

925.468.0624

pleasantonrentals.com

Especially Yours

Beverly Yip

415.812.8777

eychaircovers.com

All Rents Party Rentals

Rosemary Dutra

925.455.4955

allpartyrentals.com

Specialty Chefs

Chef Meera Chari

AANYA EVENTS

Specializes in Indian Cuisine

408.341.6621

www.aanyaevents.com

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Audio Visual

AV Images

925.828.2288

www.avimages.com

Decorations

Balloon Thrills

925.671.6961

www.balloonthrills.com

Makeup & Hair

La Di Da Beauty Lounge

925.462.3432

www.ladidaboungelounge.com

Wedding Coordinator

Devine Deziqns

925.945.0805

www.devinedeziqns.com

Nearby Lodging Convenient to Castlewood Country Club

Sheraton Pleasanton: 6 miles

5990 Stoneridge Mall Road

Pleasanton, CA 94588

Ann Groux

925.251.6199

www.Sheraton.com/Pleasanton

Hilton Pleasanton: 6.17 miles

7050 Johnson Drive

Pleasanton, CA 94588

Tiffany Foronda

925.737.5613

www.hilton.com

Courtyard by Marriott

Pleasanton: 6.28 miles

5059 Hopyard Road, Pleasanton

925.463.1414

marriott.com

Bridal Suite & Wedding Night Accommodations

The Rose Hotel: 3.25 miles

807 Main Street, Pleasanton

925.846.8802

www.rosehotel.net

Transportation

Angel limousine Worldwind

1-866.803.9898

www.angellimo.com

Valet Services

Westpark Express

415.883.8500

www.westparkepress.com

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I, the undersigned, am the Host (or the authorized agent or employee of the Host) and I have read, understand and for the Host, agree to the above terms and conditions and agree to the terms as outlined in attached Banquet Prospectus.

Type of Function/Name of Event

Estimated # of Guests

Room Requested

Function Day & Date

Time: Start/End

Contracting Host (name of individual or group)

Contracting Host Phone Number

Signed By (name and title)

Date Signed

Club Representative/Coordinator

A \$2,500.00 Deposit is Due to Reserve Preferred Date. Deposits are non-refundable
Note: An additional Fifty percent (50%) of the estimated balance is due three months prior to your event.
The remaining Fifty percent (50%) is due 30 days prior and final payment due prior to the function beginning.

Please sign below in agreement that you have read and understand the Private Party Catering Policies.

Contracting Host (name of individual or group)

Please sign and return one copy to:

CASTLEWOOD COUNTRY CLUB, CATERING DEPARTMENT
707 COUNTRY CLUB CIRCLE, PLEASANTON, CA 94566
FAX (925) 846-2153 PHONE (925) 485-2237