



SERVICES & RENTAL LIST

(Based upon your event needs, the following additional fees may apply)

BANQUET SPACE CAPACITIES

Banquet Space	Capacity
Ballroom I, II and III combined	300 people for sit down dinner 250 people for sit down dinner & dancing 200 people for sit down dinner buffet & dancing
Ballroom I, II or III each section	80 people for sit down dinner, 50 people for sit down dinner buffet.
Potomac Room	50 people for sit down dinner, 30 people with a sit down buffet.

BANQUET SPACE RENTAL FEES

Rental fees are charged for banquet space for non-members and a discounted fee is applied for banquet space when a member's business or organization is hosting the event.

Daytime (am until 4:00pm)

Banquet Space	Non-Member	Member
Ballroom I, II or III (each section)	\$375 ea. section	\$200 ea. section
Ballroom I, II,III combined	\$1,000	\$500
Potomac Room	\$ 375	\$200
Patio	\$ 375	\$200

Evening (4:00pm until...)

Banquet Space	Non-Member	Member
Ballroom I, II or III (each section)	\$750 ea. section	\$375 ea. section
Ballroom I, II,III combined	\$2,000	\$1,000
Potomac Room	\$ 750	\$ 375
Patio	\$ 750	\$ 375



AUDIO VISUAL EQUIPMENT

A/V Equipment	Charges
Screen	\$20.00
Easel	\$ 5.00
Easel, flipchart, markers	\$20.00
LCD Player	\$30.00
Speaker Phone	\$10.00
Podium w/microphone	\$20.00
Hand held microphone	\$10.00
Pens, notepads, candy	\$ 3.00

Above AV equipment list refers to equipment owned and operated by Bell Haven Country Club. Arrangements can be made to secure additional AV equipment as needed. All rental charges will apply plus tax and delivery fees.

OTHER SERVICES

Services Available	Charges
Valet Parking	\$50.00 per valet (does not include gratuity). Applies to all events hosting 25 guests or more.
Bartender Fee	\$50.00 per bartender and/or cash bar attendant. Applies to all events hosting 25 guests or less. Applies to all cash bar receptions.
Coat Room Attendant	No Charge
Station Attendant	\$120 per attendant offering 2 hours of service.
Cake Handling Fee	\$2.00 per person



SPECIAL SERVICES

Belle Haven Country Club offers full service for all of your events and can assist you
With arranging for the following items:

FLORIST

MUSICIAN

ENTERTAINMENT

PHOTOGRAPHY

SPECIALTY LINENS

CUSTOMIZED MENUS AVAILABLE

Belle Haven Country Club offers a variety of delicious pre-planned menu selections for your convenience; however, our staff would be pleased to work with you to create a customized menu for your event to best suit your tastes and dietary needs.