
Belle Haven Country Club

CLUB POLICES FOR PRIVATE FUNCTIONS

All private events must be hosted by or sponsored by a Belle Haven Country Club Member. The sponsor is directly responsible to the Club for ensuring that all house policies are adhered to including dress code, and the sponsor is financially liable for any outstanding balances pertaining to that function.

Food, soft drinks, and alcohol may not be brought in, stored in lockers or ordered from outside the Club to be consumed at the Club. Exceptions will be made only for cakes (birthday/wedding) obtained from sources approved by the Health Department. If a special exception is made, a cake handling fee of 2.00 per person will be added to your final invoice.

Fairfax County sanitation laws require that all food and beverage must be consumed on Club property. No "carry out containers" will be given to members or their Guests.

All Members and/or their Guests hosting functions are advised that the sale and consumption of alcoholic beverages will be made in strict compliance with current regulations of the Alcoholic Beverage Control of the state of Virginia. When ordering alcoholic beverages in the Banquet areas, Members and their Guests (especially dependants) may be required to show identification.

Children 15 years of age and under are permitted to dine in the Banquet Rooms when accompanied by an adult.

Members and their guests must conform to the specified dress code while attending events. This code is as follows: **After 6 PM**, *gentlemen are required to wear jackets, collared shirts or turtlenecks, trousers and non-athletic style shoes. Shirts must be tucked into pants. Ties for gentlemen are optional. Ladies and children must wear comparable attire. Jeans and or denim clothing, shorts, and athletic apparel are prohibited in the Banquet Rooms. Occasionally these requirements may be relaxed for club parties (ie. informal theme parties), but only with advance notice and approval from the General Manager.*

There is **No Smoking** inside the Banquet Rooms.

Cell phone use is not permitted inside the Banquet Rooms.

Good order and decorum must be observed in the Club and on Club property at all times. Any Member, Guest or Visitor conducting themselves in an unbecoming manner shall be requested by the Manager on duty to leave the Club property immediately and a report will be made to the Board of Directors for appropriate action. In all cases, sponsoring Members shall be personally responsible for the conduct and indebtedness incurred by their Guests.

It is unbecoming of any Member or Guest to abuse any Club employee, verbally or otherwise. All employees of the Club are under the ultimate supervision of the General Manager, and no Member or Guest shall reprimand or discipline any employee or send any employee off of Club property for any reason. Any employee not rendering courteous and prompt service should be reported to the General Manager immediately.

WEDDING RECEPTIONS: Rice, birdseed, and confetti are not permitted to be tossed inside or outside the Club. Rose petals are permitted as decorations.

OUTSIDE VENDORS: Members and their Guests are permitted to secure vendors to provide services for a private event. A copy of all contracts should be given to the Catering Office for your event file. This information should also include a contact list for each vendor for the day of the event. Please see the enclosed vendor guidelines for additional information.

MENU & GUEST GUARANTEES: Final menu selections are due to the Catering Office a minimum of 15 days prior to the event date. In the event that the menu selections are not received at or before 10 days prior to the event, the event will be cancelled and the date will be cleared. Exceptions will be made where possible for “pop up” events. The minimum guest guarantee is due to the Catering Office 72 hours prior to the event date. The host will be charged for this number or the actual number of attendees, whichever is greater.

PRICES: All prices are subject to change, with notification when possible. All prices quoted are per person and are subject to a service gratuity of 20% and the required Virginia state sales tax of 5%. Belle Haven Country Club reserves the right to substitute food and beverage items, which are not available in the season of the function. *A 10% surcharge will be added to all food and beverages on Non-Member Guest-hosted events.*

PAYMENT: Member hosted events will be charged to their accounts unless otherwise specified by the member. Non-Member hosted events must follow the payment structure outlined below:

- Due at Contract Signature:** Non-Refundable Deposit (Applicable Room Fee)
Please see list of additional fees that may apply.
 - *Deposit will secure the event space and date on a definite basis.
 - *Credit Card Number with Valid Expiration Date.
- 30 Days Prior to Event:** 50% of the Total Balance
- 15 Days Prior to Event:** 100% of the Final Total

*Any delta to be paid by the Non-Member Guest to Belle Haven or any credit to be made to the Non-Member Guest by Belle Haven Country Club must be paid within 10 days following the event date.

Please sign below acknowledging that you have read and understand the above stated rules and regulations as pertaining to hosting a private event at Belle Haven Country Club.

Member Sponsor Signature & Date

Non-Member Host Signature & Date

Belle Haven Country Club Representative Signature & Date

Non-Member Host Credit Card Number with Expiration Date

Please retain a copy for your records.

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VENDOR GUIDELINES

As the host, you are welcome to secure vendors to provide services for your event. A copy of all outside vendor contracts should be given to the Catering Office for your event file as well as event day contact information. The following guidelines will assist your vendor in understanding the working relationship required of them while at Belle Haven Country Club.

Member Consideration: Our first obligation is to our Members. The Club is always open to gather with family and friends therefore we must request extreme consideration when working at Belle Haven Country Club. Please recall our house policies regarding the limitation of cell phone use to designated areas.

Room Availability: Access to rooms for set-up will be determined by the event calendar of the Club on the date of the event, minimally two hours prior to the event start time. Please verify the time schedule with the Catering Office prior to making set up arrangements.

Club Décor & Furnishings: We request that any furnishings or club décor be moved by Belle Haven Country Club personnel only. Requests for removal of items must be made and approved by the Catering Office prior to the day of the event.

Deliveries and Pick Ups: All deliveries should be made via the loading dock with the exception of band or DJ equipment and flowers which should be made directly through the banquet room entrance. All items delivered should be picked up just after the event concludes. The main entrance to the Clubhouse and front door may not be used for deliveries or as an entrance for performers. Please see the Catering Manager for parking instructions. Pick ups should take place at the loading dock. All exceptions must be arranged through and approved by the Catering Office.

Flowers/Decorations: Flowers should be delivered at least two hours, prior to your event. As floral design often requires additional time, the Catering Office will be glad to work with your florist to set-up a suitable schedule. Removal of decorations should take place just after the event concludes. Belle Haven Country Club is not able to and is not responsible for the storage of items before or after the function.

Additional Décor: Freestanding decorations are strongly recommended. The nailing, taping, tacking, stapling or gluing of decorations is strictly prohibited in the Banquet Rooms of Belle Haven Country Club. Taping may be done to secure cords on floors only. No items may be hung from any of the Banquet Rooms ceilings or chandeliers.

Set-up and Cleaning: We require that florists and decorators are considerate and clean up after themselves. Club staff will be glad to supply materials to assist in cleaning for your convenience. Additional fees may be incurred if proper steps are not taken to clean up the room or if damage occurs in decoration of the room.

Fire Exits: All fire exits must be kept clear before, during, and after the event.

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MUSICIANS AND PERFORMERS CONTRACT RIDER

When contracts are being processed for entertainment at Belle Haven Country Club, musicians and performers are asked to review the following rules.

A signature will act as acknowledgement of these rules and consent to follow them.

The Catering Director or the Banquet Manager is available to clarify any rules prior to the engagement.

A copy of your contract, workman's compensation and general liability insurance will be required seven days prior to the function.

Loading and Unloading: The proper place to load and unload equipment is the Ballroom entrance to the left of the main entrance of the Clubhouse. Musicians arriving separate from the set-up crew should be advised to utilize this entrance as well.

Storage is limited at Belle Haven Country Club. The Catering Manager will assist you and your group as to where equipment or garment bags may be stored during the performance. We do ask that all performers limit the items to store in the facility as much as possible.

Parking: Please see the Catering Manager for parking instructions. All delivery vehicles that are to be parked on property during the performance or event must be parked in the lower parking lot.

Use of cellular phones is permitted in designated areas only. Please see the Catering Manager for a list of those areas.

Smoking is not permitted inside any area of the banquet facilities of the club.

Refreshments: Refreshments will be provided at the request of the host. Please include all food and beverage requirements in your contract.

Alcoholic Beverages: The consumption of alcohol by a musician, performer or other vendor on club property is not permitted. Any violation of this policy will result in your not being invited to perform at future engagements hosted at Belle Haven Country Club.

Breaks: Breaks in public areas and dining rooms are not permitted. Please see the Catering Manager for your designated break area.

Spouses, friends, and prospective clients are not permitted to accompany musicians and performers to the engagement. Special exceptions must be submitted in writing to the Catering Director.

Belle Haven Country Club is not responsible for equipment or personal belongings.

Belle Haven Country Club reserves the right to request the adjustment of sound levels. Please contact the Catering Director to set up a meeting to review schedules and establish sound levels, etc.

Please submit specifics on your power needs with your contract.

I, _____, have read the above and agree on behalf of myself/my group to abide by the rules outlined.

Vendor Signature/Date