



Corporate & Private Event Policies

Reserve one of our unique venue spaces for your private event by paying the room rental fee plus tax. Your date and venue space are not secure until the LRCC Events Director receives the non-refundable payment and signed contract. The venue rental fee includes chairs, tables, a variety of linen colors, china, flatware, glassware, setup/teardown and five hours of event time. Please coordinate any items brought in prior to the event with the Events team.

- **Grand Lodge** (Indoor, Main Level) \$4,500 + tax
 - 175 seated guest capacity
 - Includes Piedmont Room, Grill/Bar, Mountain Vista Room
 - Bartender fees applicable

- **Rustic Pavilion & Bar** (Outdoor) \$4,000 + tax
 - 275 seated guest capacity
 - Bartender fees applicable

- **Cedar Banquet Room** (Indoor - Lower level of Grand Lodge) \$750 + tax
 - 85 seated guest capacity
 - Bartender fees applicable for portable bar

- **Mountain Vista Room** (Indoor - Main level of Grand Lodge) \$750 + tax
 - 52 seated guest capacity

- **Tee Box Tavern** (Indoor – Adjacent to Pro Shop) \$500 + tax
 - 25 guest capacity
 - Modified catering available
 - Bartender fees applicable

- **Conference Room** (Indoor – Top floor of Grand Lodge) \$300 + tax
 - 8 seated guest capacity
 - Board meetings, small luncheons only

Enhancements:

- Audio/Visual Equipment: microphone, portable sound system, podium, projector/screen, TV
- Decor: cylinder vases, easels, flameless votive candles, gold chargers

Payment Information:

Initial: _____

- A non-refundable deposit of the full venue rental fee plus tax and signed contract are required to secure your date and venue space.
- Cash, check or credit card payments accepted (Visa/MasterCard/Discover). There is a 3% credit card processing fee applied each time a card is used.
- Venue rental fee is non-refundable if your event is canceled. For unforeseen circumstances, LRCC will attempt to reschedule if requested one time only based on availability and the venue deposit will be applied to the future event. The Club will not be held liable for any event canceled by the Club due to snow, flood, fire or any reason deemed to be beyond the control of the Club or an act of nature or uncontrolled disaster. In the event of snow, the Club is NOT responsible for removal of snow/ice.
- 100% of the invoice is due 30 days prior to the event. For events within the same month, 100% of the invoice is due 10 days prior to event.
- All event balances and bar tabs must be paid by credit card the day of the event (no Am Ex accepted).
- Please make checks payable to Laurel Ridge Country Club and mail to the Events Director, c/o Laurel Ridge Country Club, 49 Cupp Lane, Waynesville, NC 28786.
- Only credit card and cash payments are accepted within 30 days of the event (no checks).

Other:

Initial: _____

- Final number of guests is needed 10 days prior to the event. No decreases to the guaranteed number are allowed within the 10-day period.
- Event insurance may be required for your event. Discuss with Event Director.
- No outside food or beverage is permitted at any time (including alcohol).

Laurel Ridge Country Club Golf members receive a 50% discount on the venue rental fee when the fee is charged to the member account and the membership has been active for at least 1 year. Social and Sports members receive a 25% discount on venue rental fees if charged to the member account and the membership has been active for 1 year. Neither discount is extended beyond immediate household.

Please sign and acknowledge receipt of this information:

Responsible Party: _____ Date: _____

Print Full Name: _____

This document and the Banquet Event Order Invoice is due when submitting payment for the venue deposit. Please sign both documents and return to events@laurelridgegolf.com. For questions, call 828-452-0545 x4.