



## San Diego Country Club Banquet Policies and Procedures

### Event Booking and Room Rentals:

Events are book no more than 12 months in advance for non-members and 18 months in advance for SDCC members. Each event booked has a maximum allowed time of up to 5 hours. The maximum allowed time is based on availability and start time of the event. Additional hours can be purchased beyond the standard maximum. The earliest an event can start is 7:00am and the latest an event can end is 12:00am (midnight). When booking a breakfast or lunch event the standard end time can be no later than 3:00pm. In the case a breakfast or lunch party would like to end later than 3:00pm and the room is available to do so, an additional rental fee will incur. The earliest start time a dinner party can begin is 5:00pm. In the case a dinner party would like to start before 5:00pm and the room is available to do so, an additional rental fee will incur. For standard room rental fees contact our Catering Manager at 619-872-2235. Room rental fees will be waived for San Diego Country Club members.

Main Dining Room	Bay Room	Billy Casper Room	Mickey Wright Lounge	Boardroom
Seats 128 Guests	Seats 56 Guests	Seats 64 Guests	Up to 52 Guests	Seats 10 Guests

**\*Events Greater than 128 Require Use of Both the Main Dining Room and Bay Room\***

### Decorating and Room Limitations:

SDCC allows clients and their guests to decorate rooms and tables for any festive celebrations. Permanent marks of any kind are not allowed. This includes but are not limited to marks made by: thumb tacks, nails, duct tape, or glue. SDCC does not allow items to be hung at a height greater than 8 feet. The use of confetti or confetti like material will incur a clean-up fee. Due to storage limitation, a black pipe and drape is required to cover extra tables and chairs that are stored in the back of the Bay Room. Parties of 140 or greater will not require the use of the pipe and drape. The pipe and drape along with the extra tables and chairs can be removed for smaller parties for an extraordinary labor fee. Our banquet tables vary between 56-60 inches in diameter and can accommodate up to 8 people. There are 3 styles of chairs that SDCC uses throughout the clubhouse. Parties of 140 or less can be facilitated with 1 style of chair. Parties of 141-200 will require 2 styles of chairs. Parties greater than 200 will require 3 styles of chairs. The Billy Casper Room is for member dining and is only available for banquet events with approval from the General Manager. The Billy Casper Room can facilitate up to 64 guests and uses a combination of square and circular tables. The circular tables can't be removed from the Billy Casper Room and if guest prefer to remove the square tables from the room an extraordinary labor fee will be accessed. For the most enjoyable dancing experience, SDCC dance floor is best located in front of the mirrors of the Main Dining Room. It ensures the best focal point and allows the best electrical access for musical entertainment (DJ/Live Band). Sweetheart and head tables are best situated in the Main Dining Room near the balcony exit. If you choose to provide your own linens they must be delivered to SDCC no later than 48 hours before the scheduled event.

### Food Services:

There are many choices from our plated dinner services and clients may want to offer multiple options to their guest. We can offer your guest up to three options to choose from with parties of 15-75. Two options will be available for parties of 76-150. Only one option can be made available with parties greater than 150. It is the client's responsibility to have food markers for their guest to indicate who ordered which entrée. Guests will not be able to change their order once the guarantee count is given. Any dietary restrictions must be communicated to SDCC staff prior to commencement of food services. Should the need for vegetarian/vegan meals be greater than 5% of the guaranteed count, the meal will be considered one of the menu options. SDCC buffets are intended to give clients and their guest multiple food options to utilize. The amount of food prepared by the kitchen will be based on the guaranteed count. Buffet parties of 100 or more guests must be released by table to ensure shorter wait times. Guaranteed guest count is required no later than one week before the event date. Whether food services are plated or buffet, the kitchen will prepare for 5% above the guaranteed count for your convenience. This will allow for accommodations for any last-minute additions. Should the party increase by more than 5% of the guarantee count, the kitchen will do its best to accommodate the added guests with whatever is on hand at the time. It is not permissible to bring outside food, other than ceremonial cakes or specialty desserts, into the club for consumption on the premises. Except for ceremonial cakes/specialty desserts, all food remaining at the end of the party becomes the property of the club and may not be removed from the premises. A cake service fee will be charged for ceremonial cakes. There is an outside dessert fee for any candy/dessert tables.

### Beverage Services:

At no time are outside beverages permissible on premise with the exception of still and sparkling wine. Any wine provided by clients or guest will incur a corkage fee per 750ml. Any events requiring alcoholic services will incur a bar set up fee. Bar services are available for a maximum of 5 hours with no exceptions. All bar services conclude 30 minutes before the end of the event.



**Vendor/Client Set up Times and Parking**

Set up time is based on availability and at the discretion of SDCC personnel. Outside party rental vendors can park at the curb near the administrative offices for loading and unloading only. Vendors must have an approved loading/unloading time by SDCC personnel. Secured gated parking is provided to clients and their guests free of charge. Anyone found drinking or using illegal drugs in the parking lot will be escorted off premise.

**Rental Fees, Courtyard Ceremony and Photo Procedures:**

SDCC offers equipment rentals to enhance your event. Contact our Catering Manager for rental prices.

Piano	Dance Floor	A/V	Charger Plates	Mirror Centerpiece

SDCC provides outdoor rental space for ceremonies at our courtyard area. Courtyard availability is dependent on golf activities and must be approved by the Pro-Shop. The courtyard can accommodate up to 150 guests. SDCC offers chair rentals up to 100 guests. Clients with ceremonies greater than 100 guests must procure chair rentals from an outside vendor. SDCC does not provide any audio equipment for courtyard ceremonies. The earliest vendors can set up the courtyard area is 3:00pm. All items used for courtyard ceremonies including but not limited to: arbors, floral arrangements, chair rentals, audio equipment, isle runners etc. must be picked up before the conclusion of the event. A clean-up fee will be assessed for any items/trash left in the courtyard area. Photo areas are at the discretion of SDCC personnel. Clients and guest wishing to take photos on the golf course must be escorted by SDCC personnel and must abide by the instructions given by SDCC personnel. Much like the clubhouse, clients are responsible for any damages assessed on the golf course while taking photos. High heels are not allowed on any putting greens.

**Dress Code:**

SDCC expects the attire of its members, clients and guests to be in keeping with the generally accepted standards prevalent in comparable Clubs. All persons entering the Club are to be appropriately attired for the occasion. SDCC reserves the right to deny access to the facilities to anyone dressed improperly. At the direction of the Board of Directors, Management may refuse service to and/or ask anyone to leave SDCC premises who is, in the opinion of Management, improperly attired. The following guidelines are intended to assist members and clients in meeting a standard of good taste that is necessary to maintain the dignity of SDCC. Unacceptable attire includes, but is not limited to: Athletic, gym, or running shorts; cycling shorts; swim wear, basketball shirts, cut-offs, tank tops, half shirts, t-shirts, tennis dresses, halter tops, and midriff blouses.

**Deposits, Payments and Banquet Event Order:**

A non-refundable deposit along with a signed acknowledgement of SDCC banquet policies is required in order to secure a date. Deposits are transferrable between dates and are only valid for 1 year from the original date booked. SDCC only accepts cash or checks as payment options. Final payment must be made 1 week before the event is scheduled. Any bar balances or additional meals purchased the day of the event must be paid before the event concludes. If the client cancels the event within 1 week of the scheduled date, the client forfeits all deposits and payments made to SDCC. We reserve the right to assign suitable alternate space should your attendance fall substantially below the original number expected. Conversely, if the number grows, our rooms may not be able to accommodate the increase. Prices are subject to change. Guaranteed prices will not be given more than sixty days prior to the function date. SDCC reserves the right to inspect and control all private functions. The host will be charged for any damages or breakage, other than normal use, caused by the host or guests. A banquet event order or "BEO" will be created for events to ensure accuracy of all details. It will include menus, seating arrangements, diagram and other details pertinent to the event. It is the client's responsibility to review the BEO in its entirety and return a signed copy to SDCC no later than one week before the scheduled event. A scan of a signed copy can also be sent via email. If a signed copy is not returned, SDCC reserves the right to cancel the event and the client will forfeit any and all deposits and payments made.

I \_\_\_\_\_ (Print Name) acknowledge and accept San Diego Country Club banquet policies and procedures. I understand there is a food and beverage minimum exclusive of room rental, tax and service charge. I will adhere to these policies and understand it is my responsibility for my guests to comply with these policies as well.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Today's Date)

\_\_\_\_\_  
(Event Date & Time)