



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 without payment. The venue rental fees include chairs, tables, ivory linen, china, flatware, glassware, setup/ teardown & five hours of event time. Please coordinate any items brought in prior to the event with the Events Director.

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

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

- **Cedar Banquet Room** (Indoor - Lower level of Grand Lodge) \$750 + tax
 - Up to 100 guest capacity
 - Bartender fees applicable for portable bar

- **Mountain Vista Room** (Indoor - Main level of Grand Lodge) \$750 + tax
 - Up to 50 guest capacity

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

- **Conference Room** (Indoor – Top floor of Grand Lodge) \$300 + tax
 - 12 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:

- The room rental fee plus tax is required to secure your date and venue space.
- 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.
- There is a 3% credit card processing fee applied each time a card is used.
- 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:

- Final number of guests is needed 10 days prior to the event. We can increase up to two days prior, but 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 as well as the Banquet Event Order Invoice is due upon payment of the venue deposit. Please sign both documents and return to events@laurelridgegolf.com. For questions, contact: 828-452-0545 ext. 138.