

# Welcome....

Thank you for choosing the Mattoon Golf and Country Club for your event needs. Our priority is to provide the highest quality of service and dining in the Mattoon area. Our careful attention to detail and impeccable service, combined with the talents of our culinary staff will ensure the perfect memory for any occasion. From wedding vows to receptions, staff training, corporate events, anniversary celebrations, graduations, or a day of remembrance, we are here to take care of all the details, leaving you to relax and enjoy the day. We have a long history of treating every event as if it were our own - with efficiency, elegance and great attention to detail.

## Our Venues & General Information

Main Ballroom	....up to 120 guests
South Porch	....up to 80 guests
West Porch	....up to 50 guests
Southwest Dining Room	....up to 15 guests
Outside Patio	....up to 200 guests
*All Indoor Dining Venues	....up to 265 guests

\*Maximum number of guests can increase based on table configuration & variation

**Please talk with our Events Coordinator to determine which location best suits your needs.**

- The MGCC asks that all decorations be limited to table décor and free-standing objects.
- Unless given prior approval by the Clubhouse Manager, items may not be affixed to the walls or ceiling, nor can MGCC décor be removed.
- Candles are allowed in holders only.

### Linen Charge

Under 100 guests—\$25.00      Over 100 guests—\$50.00

### Cake Cutting

Under 50 guests - \$25.00      50 – 100 guests - \$50.00      Over 100 guests - \$75.00

*\*Cakes prepared by outside vendors are allowed. Please ask our Clubhouse Manager for details*

### Deposit Policy

Over 100 guests - \$750      Under 100 guests - \$350

*\*Credit applied to final invoice*

## Event Policies & Information

\*Membership or rental fees are not required to reserve meeting or event space

\*\* A \$5 / person minimum spend is required to reserve any of our venues

### GUARANTEE POLICY:

- In order to ensure proper staffing and purchasing, events must be finalized at least (8) business days prior.
- Should a final count not be received, the MGCC will charge for the number of guests on the initial booking unless the initial booking is less.
- Your final bill will reflect the number of guests, at your event if you have more guests than you guaranteed. Otherwise, you will be billed for the number of guests you guaranteed, even if some guests are not in attendance.

### EVENT TIME(S)/DURATION:

- There is a **6 hour maximum** on all events and any function must end at midnight. If you choose to exceed the 6 hours or continue past midnight, you will be charged an additional \$100 per hour.

### CONTRACT:

- Upon booking an event, a banquet contract will be presented and reviewed. This contract must be signed by the party booking the event. A deposit of \$350 - \$700 (based on estimated guest count) is required at time of booking which will be applied as a credit to the final bill, or applied to facility damage/excess cleaning fees, etc. A credit card must also be presented for the function's file.
- Final bill will include a 18% service charge and sales tax, as required by state law.
- If your organization is tax exempt, a valid letter of proof must be submitted to the club manager upon booking.

### BEVERAGE POLICY:

- No liquor/alcohol is permitted to be brought onto Club Property.
- All liquor/alcohol must be ordered/purchased through Mattoon Golf & Country Club.
- MGCC reserves the right to refuse service of alcohol to anyone under the age of twenty-one (21). Our staff is instructed to ask for photo IDs from anyone who appears to be under the legal serving age.
- Management and staff may also refuse to serve anyone we feel has already consumed their limit of alcohol.
- Minors are the responsibility of the booking party. If minors are found in possession of alcohol they will be asked to leave club property.

#### FOOD POLICY:

- All food for an event is to be ordered through the Mattoon Golf & Country Club.
- No outside food of any kind is permitted to be brought onto club property with the exception of specialized pastries (wedding cake, etc.) that have been approved by Club Management.
- **FOOD IS NOT PERMITTED TO LEAVE OUR PREMISES** due to potential health risks.

#### EQUIPMENT RENTAL:

- If any additional equipment is required to be rented for an event, such as platforms, tents, etc., an automatic rental fee based on the charges to the club will be added to your final bill.

#### TABLE LINENS:

- Should you desire a special color fabric that is not available from our standard linen supplier, arrangements can be made at an additional charge. Fourteen (14) days-notice must be given and a minimum order may be required.

#### GOLF COURSE & POOL:

- Access to the golf course and pool area is not allowed unless coordinated by the Clubhouse Manager and an MGCC escort is provided.
- Use of golf carts are not allowed unless previous arrangements have been made with the Clubhouse Manager.

#### PAYMENT:

- The customer agrees to be responsible for all charges incurred during the function and to make payment in full prior to or the day of event, at it's conclusion as ONE TOTAL CHECK – payment may not be made by each individual attending.
- The following forms of payment will be accepted: cashier's check, a company check or by credit card (Visa, MasterCard, Discover and American Express)

# Private Event Agreement

## Mattoon Golf & Country Club

FUNCTION: \_\_\_\_\_  
DATE: \_\_\_\_\_  
ROOM(S): \_\_\_\_\_  
TIME IN: \_\_\_\_\_ TIME OUT: \_\_\_\_\_  
ROOM FEE: \_\_\_\_\_ ESTIMATED GUEST COUNT: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
PHONE #: \_\_\_\_\_  
CREDIT CARD # \_\_\_\_\_

Member / Client has requested that the Club reserve a portion of the Club's facilities for an event, party, banquet or function (the "Function"). Member / Client has selected the arrangement summarized above, which will be more specifically described on Exhibit "A" to be attached hereto (the "Function Sheet"). Member / Client understands and agrees that the following are express terms and conditions applicable to the Function.

1. **Payment Schedule.** Client will pay by direct bill and Client will make payment either prior to; or on the date of the event, at its conclusion.
2. **Cancellation Policy.** In the event Member / Client cancels the Function for any reason, Club will be entitled to a cancellation fee as liquidated damages (plus service charges) at the time of cancellation as follows:

More than 121 days prior to the Function	-	<b>Loss of Deposit</b>
120 days to 90 days prior to the Function	-	50% of the Estimated Cost
89 days to 45 days prior to the Function	-	75% of the Estimated Cost
Less than 45 days prior to the Function	-	90% of the Estimated Cost

Given the Club's capacity to prepare and serve food and beverages, the parties acknowledge that it is highly unlikely that the Club would be able to mitigate any losses caused by cancellation of the Function. The parties agree that prospectively calculating the damages that Club would suffer as a result of the cancellation of the Function would be exceptionally difficult or impossible. For this reason, the parties have agreed that the calculations set forth above are a reasonable forecast of just compensation in the event of the cancellation of the Function. The amounts due for cancellation set forth herein are intended as liquidated damages and not as a penalty.

3. **Guest Guarantee.** No later than eight (8) days prior to the Function, Member / Guest will confirm the number of guests attending the Function. In the event Club is not notified of the guest confirmation at least eight (8) days in advance, Club will use the estimated number of attendees set forth above as the guaranteed number. Club reserves the right to adjust or substitute the space allocated to the Function to appropriately accommodate the number of confirmed guests. If there is a food and beverage minimum set for above, the Member / Client will be charged the food and beverage minimum or the actual food and beverage charges, whichever is greater. Subject to any food and beverage minimum set forth above, the Member / Client will be charged for the guaranteed number or the actual number of attendees, whichever is greater.
4. **Service Charge/Taxes/Function Sheet Pricing.** The prices listed on the Function Sheet, when attached hereto, are subject to proportionate increases to meet increased cost of supplies for Functions reserved more than 120 days in advance, but any such increase shall not exceed 10%. Prices can be set 90 days in advance of the Function. The Club's usual service charge of 18% and tax of 7.75% will be added to all amounts due under this Agreement, including without limitation cancellation fees as liquidated damages. Once the Function Sheet has been finalized, it shall be signed and attached hereto no later than eight (8) day prior to the Function.
5. **Member / Client and Guest Conduct/Contractors.** No food or beverage of any kind can be brought into or removed from the Club by Member / Client or Member / Client's guests or attendees. Member / Clients that wish to use a third-party contractor(s) to provide a specific service, not available through the club, agree to use a contractor(s) that meets the insurance requirements established by the Club. The Club reserves the right to approve all contractors, such approval not to be unreasonably withheld, and all contractors must provide appropriate proof of adequate insurance. Member / Client's contracts with its contractors will all specify that such contractor will indemnify and hold the Club and its affiliates harmless from any and all damages or liabilities which may arise by such contractor or through its use. The Function is subject to the rules and regulations and Membership bylaws of the Club. In the event of a conflict between this Agreement and the rules and regulations and Member bylaws of the Club, this Agreement will prevail.
6. **Security.** Club is not responsible for security or any damage to or the loss of any personal property or articles brought into the Club, or for any item left unattended, or for loss or damage which occurs in Club's parking areas. The Club is not responsible for any loss or damage no matter how caused, to any samples, displays, properties or personal effects brought into the Club, and/or for the loss of equipment, exhibits or other materials left in meeting rooms.
7. **Alcohol Consumption.** Club does not serve alcoholic beverages to minors as required by state law and Member / Client assumes the duty to ensure observance of this state statute. In the event Member / Client has reason to believe a guest or attendee has become impaired to the extent they should not drive, Member / Client will take reasonable steps to prevent the person from leaving the Function without assistance. Member / Client will acknowledge Club may refuse service to any guest or attendee or, at its discretion, discontinue service to all guests and attendees. Any such discontinuation of service shall not relieve Member / Client of any obligations or any amounts owed pursuant to the Agreement.
8. **Payments.** Member / Client shall remain liable for all amounts owed to Club. Interest will accrue on any unpaid balance or deposit paid late at the lessor of (i) the rate of 1.5% per month (18% per annum).

9. **Limitation of liability.** In no event will the Club be liable for consequential, incidental or punitive damages of any nature for any reason, including without limitation lost profits or goodwill, even if Club has been advised of the possible existence. Furthermore, in the event the Club shall have any liability to Member / Client (whether under this Agreement or otherwise), the amount of such liability shall not exceed two times the amount paid to the Club pursuant to this Agreement.
10. **Miscellaneous.** In case any one or more of the provisions contained in the Agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. Neither Club nor Member / Client shall be required to perform any term, condition or covenant in this Agreement so long as such performance is delayed or prevented by force majeure, which shall mean acts of God, war, terrorist act, strikes, lockouts, material or labor restrictions, or prohibitions by any governmental authority. This Agreement and attachments embody the entire agreement and understanding of the parties relating to the subject matter hereof, is non-assignable, may not be amended except in writing signed by both parties and supersedes any prior representations, agreements and understandings, oral or written, if any, relating to such subject matter. Text messages, instant messages, messages on social media sites, and similar messages are not "in writing" for purposes of this Agreement. This Agreement shall be deemed drafted by all parties and shall be interpreted in accordance with the plain meaning of its terms and not strictly for or against any of the parties hereto. This Agreement may be executed by facsimile or other electronic means and each facsimile or other electronic signature shall be deemed to constitute a valid and binding signature of the executing party.

The undersigned has read and agrees to the terms and conditions stated above, certifies that he or she is an authorized representative of Member / Client and has the authority to bind Member / Client to this Agreement and acknowledges receipt of a copy of this Agreement.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
MGCC Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

## *Hors D'oeuvre Selections*

### *A la Carte Hors d'Oeuvres*

#### *\$100 per 100 pieces*

*Assorted Mini-Quiches*  
*Fried Cheese Ravioli*  
*Pinwheel Wraps*  
*Dill Cream Cheese Stuffed Cucumber*  
*Loaded Potato Bites*

#### *\$150 per 100 pieces*

*Veggie Spring Rolls w/ sauce*  
*Crab Rangoon*  
*Spicy Chicken Taquitos*  
*Sausage Stuffed Mushrooms*  
*Spanakopita*  
*Mini Cordon Blue Bites*

#### *\$175 per 100 pieces*

*Asparagus in Phyllo*  
*Bacon Wrapped Asparagus*  
*Phyllo Wrapped Brie*  
*Chicken Kabobs*  
*Jumbo Shrimp w/ Cocktail Sauce*

#### *\$225 per 100 pieces*

*Crab Stuffed Mushrooms*  
*Bacon Wrapped Shrimp*  
*Colossal Shrimp Cocktail*  
*Beef Kabobs*

### *Additional Selections*

*Domestic Cheese & Crackers—\$2.00 per person*

*Fruit Platters—\$2.25 per person*

*Vegetable & Dip Platters—\$2.75 per person*

*Ham & Turkey Baguettes w/ Cream Cheese Spread - \$3.00 per person*

*Imported Cheese & Crackers—\$3.00 per person*

*Bruschetta Blue or Parmesan—\$1.75 per person*



# Breakfast Selections

## Continental Breakfast 11. per person

Minimum 25 guests – Includes Coffee, Tea, Milk & Juice

Fresh Fruit

Yogurt

Assorted Pastries

## Full Breakfast Buffet 15. per person

Minimum 25 guests – Includes Coffee, Tea, Milk & Juice

Biscuits & Gravy

American Fries

Scrambled Eggs

Sausage Links

Bacon

Mixed Fruit Salad

Assorted Breakfast Pastries

## Morning & Afternoon Breaks

### Per Dozen

Cookies	12.
Cinnamon Rolls	16.
Doughnuts	15
Granola Bars	12.
Whole Fresh Fruit	18.
Yogurt	24.
Muffins	15.
Fresh Fruit Salad	2. per person
Gardettos	8. per 2lb bag

### Per Gallon

Apple Juice	12.
Orange Juice	20.
Cranberry Juice	20.
Punch	20.
Coffee	25.
Bottled Water	2.
Canned Soda	2.

## Plated Breakfast Available

Prices Set Accordingly

# Cold Lunch Buffet

Includes Coffee, Tea & Soft Drinks & House Made Chips

## Deli Lunch 16. per person

### Sandwich Accompaniments

American Cheese	Sliced Salami
Swiss	Shaved Ham
Cheddar	Smoked Turkey Breast
Pepper Jack	Shaved Roast Beef
Condiments	Croissant

Assorted Breads

### Dessert

Assorted Brownies or Cookies

## Soup & Salad 15. per person

### Salad Choice (select 2)

Caesar	Italian Pasta
Garden	Potato
Coleslaw	Cottage Cheese
Fresh Fruit Salad	Applesauce

### Soup Choice (select 2)

Turkey with Cheese Tortellini	Cream of Chicken with Wild Rice	Tomato Bisque
Split Pea with Ham	Beef Vegetable	Steak & Potato Chili
Chicken Noodle	Mushroom with Wild Rice	Cream of Mushroom
Cream of Turkey Vegetable	Tortilla Chicken	Cream of Chicken Florentine
Beef Barley		Chef's Soup du Jour

### Dessert

Assorted Brownies or Cookies

## Dinner Buffet Selections

### **Two Entrees \$20**

Choice of Two Sides

Choice of Two Salads

Dessert

### **Three Entrees \$24**

Choice of Two Sides

Choice of Two Salads

Dessert

### Entrée Choices

Cajun Chicken Pasta

Shrimp Alfredo

Veggie Alfredo

Spaghetti & Meatballs

Meat Lasagna

Vegetable Lasagna

White Chicken Lasagna

Maple Glazed Ham

Sliced Sirloin in Au jus

Braised Beef Tips

Pepper Steak

BBQ Beef Brisket, add \$2 / guest

BBQ Baby Back Ribs

Roasted Pork Loin

Chicken Parmesan

Bone-in BBQ Chicken

Chicken Cordon Blue

Oven Roasted Chicken

Grilled Chicken Marsala

Grilled Lemon Chicken

Fried Chicken

Baked Salmon w/Béarnaise Sauce

Lemon Pepper Tilapia

Blackened Tilapia

(Add \$2.00)

Sesame Shrimp Stir Fry

Fried Catfish

Biscuit Fried Shrimp

## Carving Station, add \$2 / guest

Prime Rib, additional \$2+

Top Sirloin

Roast Turkey

New York Strip, additional \$2+

Roasted Pork Loin

Baked Ham

### Salads

Caesar Salad

Fruit Salad

Potato Salad

Pasta Salad

Cole Slaw

Macaroni Salad

Three Bean Salad

Dill Cucumber Salad

Apple Walnut Salad

Tossed Mixed Green Salad w/ Dressing

### Sides

Green Beans

Corn

Carrots

California Blend

Broccoli

Key Largo Blend

Baked Beans

Garden Blend

Brussel Sprouts

Rice Pilaf

Spanish Rice

Cajun Rice

Macaroni & Cheese

Bowtie Pasta w/ Marinara

Penne Alfredo

Oven Roasted Potatoes

Mashed Potatoes

Scalloped Potatoes

Twice Baked Potato Casserole

Au Gratin Potatoes

Baked Potatoes

### Desserts

Assorted Dessert Bars

Chocolate Cake

Carrot Cake

Assorted Cookies

Brownies

Orange Cake

## Plated Selections

Includes soup or salad & 1 side plus beverage

### Steaks \$22 per person

6 oz. Petit Filet  
8 oz. Ribeye  
8 oz. New York Strip  
8 oz. Prime Rib

### Chicken \$18 per person

Lemon Chicken  
Grilled Chicken Marsala  
Grilled Orange Glazed Chicken Breast  
Chicken Parmesan  
1/2 Oven Roasted Chicken  
Chicken Cordon Blue

### Pastas \$18 per person

Cajun Chicken Pasta  
Shrimp Alfredo  
Meat Lasagna  
Chicken White Lasagna

### Pork \$18 per person

Grilled Pork Tenderloin  
Grilled Boneless Pork Chop  
Sliced Roasted Pork Loin

### Seafood \$21 per person

Baked Salmon w/Hollandaise  
Blackened Mahi Mahi  
Lemon Pepper Tilapia  
Potato Crusted Cod  
Grilled Salmon w/Teriyaki Glaze  
Orange Glazed Shrimp

### Vegetarian \$18 per person

Veggie Lasagna  
Eggplant Parmesan  
Veggie Stir Fry  
Veggie Pasta Primavera

## **Combo Plates** \$27 per person

Includes soup or salad, & 1 side plus beverage

4 oz. Filet

4 oz. Pork Chop

4 oz. Salmon

4 oz. Chicken Breast

4 Jumbo Shrimp

4 oz. Potato Crusted Cod

## **Plated Desserts** \$6 per person

Tiramisu

Flourless Chocolate Cake

Snickers Pie

Lemon-berry Mascarpone

White Chocolate Raspberry Cheesecake

Apple, Cherry, Peach, Pecan or Key Lime Pie

## **Late Night Snacks**

Assorted Flat Bread Pizzas **\$4.50 per person** (2 pieces per person)

Traditional Pepperoni, Chicken Pesto, Grilled Mushroom, Asparagus & Caramelized Onion with Boursin Cheese Sauce

Pulled Pork Sliders **\$4.50 per person**

BBQ Pulled Pork, Smoked Gouda, Tangy Coleslaw

Mini Taco Bar **\$6.50 per person**

Spiced Ground Beef or Shredded Chicken , House Fried Tortilla chips, Salsa, Assorted toppings

## Kids' Selections

Plated dinners for children under the age of 10

**\$12 per child**

Listed dinners include an alternative First Course, Choice of Entrée and One Side Dish as well as beverage service of Soft Drink, Iced Tea or Water.

### First Course

Fresh Carrot Sticks or Broccoli w/Ranch Dip      Garden Salad w/Ranch Dressing

### Entrees

Chicken Fingers w/BBQ, Honey Mustard or Ranch      Hamburger or Cheeseburger on a Kaiser Bun  
Grilled Cheese on Texas Toast      Spaghetti & Meatballs w/ Garlic Bread\*  
Fettuccine Alfredo w/ Garlic Bread\*      Cheese or Pepperoni Flatbread Pizza\*

*\*Items do not include an additional side dish*

### Sides

Fresh Carrot Sticks or Broccoli w/Ranch Dip      Mashed Potatoes w/Gravy  
French Fries      Applesauce  
Fresh Fruit

**All selections include a dessert of cookies or ice cream.**

## Bar and Liquor Selections

**\*\*MGCC features wines from Cima Collina shipped from Vineyard to Club \*\***

### House and Sparkling Wines

Verdi Spumante

*\$18.00 per bottle*

Line 39 / Spellbound / Relax / Camelot

Sauvignon Blanc, Merlot, Cabernet Sauvignon, Chardonnay,

White Zinfandel, Pinot Grigio, Moscato, and Reisling

*\$24.00 per bottle*

Stella Mia Prosecco

*\$30.00 per bottle*

### KEGS

Single kegs of domestic beers are available at \$235.00 plus tax and gratuity

*Specialty draft (imports, premium, craft) available upon request;*

*prices will vary. **Please note that once a keg is tapped you will be charged accordingly.***

**Consumption Bar Prices Available Upon Request**