



## Our Venues & General Information

\*Room Rental Fee (Platinum Members No Fee)\*

Main Ballroom (120 Guests)	\$225	\$125
South Porch (80 Guests)	\$175	\$100
West Porch (65 Guests)	\$100	\$50
Outside Patio (100 Guests)	\$75	\$50
All Clubhouse Venues (250 Guests)	\$400	\$250
Membership Status	Social/Silver	Gold

\*Maximum number of guests can vary based on table configurations\*

\*Accurate headcount will be required Fourteen (14) days prior to the event\*

**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

\*Events that are not scheduled with FOURTEEN (14) days of notice, will be charged an extra %10 of the total bill\*

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### Deposit Policy

%30 Payment applied at least one month prior to event

\*Credit applied to final invoice\*

# Event Policies & Information

\* 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 **Fourteen(14)** 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 more.
- 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.

## 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 **%30** 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 the 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 on to club property apart from 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.

### **Decorations/Clean Up:**

- All decorations must be taken down after an event, unless instructed otherwise by Club Management.

### **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 its 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, and Discover)

# Private Event Agreement

## Mattoon Golf & Country Club

Function : \_\_\_\_\_ Date : \_\_\_\_\_

Room(s) : \_\_\_\_\_

Time In : \_\_\_\_\_ Time Out : \_\_\_\_\_

Room Fee : \_\_\_\_\_ Guest Count : \_\_\_\_\_

Email : \_\_\_\_\_

Phone Number : \_\_\_\_\_

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 keep the initial deposit as a cancellation fee.

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 seven (7) 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 seven (7) 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 forth 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 here to, 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) days 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 the cause, 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 the Club. Interest will accrue on any unpaid balance or deposit paid late at the lesser 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.**

X

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Printed Name:

X

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Signature:

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Address:

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Date:

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MGCC Representative:



# Breakfast Selections

## Continental Breakfast \$10 Per Person

Minimum 25 Guests – Includes Coffee, Tea,, & Juice

Fresh Fruit

French Toast

Yogurt

Assorted Danish

## Full Breakfast Buffet \$16 Per Person

Minimum 25 Guests – Includes Coffee, Tea,, & Juice

Biscuits & Gravy

Sausage Patties

Scrambled Eggs

Fried Potatoes

Bacon

Mixed Fruit

Assorted Breakfast Pasties

## Omelet Station +\$2 Per Person

### Additional Selections

#### **Per Dozen**

Cookies \$13

Cinnamon Rolls \$20

Doughnuts \$18

Granola Bars \$12

Muffins \$16

**Plated Breakfast Available**

*Price & Menu Set Accordingly*



## Cold Lunch Buffet

Includes Coffee, Tea, Soft Drinks, & House Made Chips

### Deli Lunch \$16 Per Person

#### **Sandwich Accompaniments**

American Cheese	Sliced Ham
Swiss	Sliced Turkey
Cheddar	Sliced Roast Beef
Condiments	Wheat/White Bread
Dessert - Cookies	

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## Boxed Lunches

Includes Variety Chips & Cookies

### Cheeseburger or Hotdog - \$10 Per Person

### Deli Sandwich - \$12 Per Person

Includes All Topping & Condiments

Choose Up To 3 Different Combinations

<u>Bread Options</u>	<u>Meat Options</u>	<u>Cheese Options</u>
Hoagie Roll	Sliced Ham	American
Wheat Bread	Sliced Turkey	Swiss
White Bread	Sliced Roast Beef	Pepper Jack

### Chicken/Deli Wrap - \$10 Per Person

<u>Sauce Option</u>	<u>Meat Option</u>
Ranch	Grilled Chicken
Caesar	Sliced Ham
Barbecue	Sliced Turkey
Buffalo	Add Bacon +\$1/Per

# Appetizer Selections

## *A la Carte Hors D'oeuvres*

### \$110 Per 100 Pieces

Assorted Mini-Quiches  
Caprese Skewers  
Dill Cream Cheese Cucumber Bites  
Fried Cheese/Beef Ravioli  
Loaded Potato Bites  
Mini Cordon Bleu Bites  
Meatball's w/Sauce  
Pinwheel Wraps

### \$180 Per 100 Pieces

Beef Kabobs  
Chicken Kabobs  
Meatball Sub Skewers  
Chicken Taquitos  
Chicken Satay w/Peanut Sauce  
Fried Chicken Bites w/Sauce  
Sausage Stuffed Mushrooms  
Baguette w/Guacamole Spread

### \$210 Per 100 Pieces

Bacon Wrapped Asparagus  
Crab Rangoon  
Shrimp Cocktail  
Spanakopita  
Toasted Cheese w/Tomato Bisque  
Veggie/Pork Spring Rolls

### Additional Selections (Per Person)

Vegetable Platter w/Dip - \$3.00	Buffalo Chicken Dip - \$4.00
Tomato Basil Bruschetta - \$3.00	Chicken Salad w/Croissant - \$4.75
Fruit Platter - \$3.50	Ham & Turkey Croissant w/Cheese - \$4.75
Charcuterie Board w/Crackers - \$3.75	French Dip Sliders - \$5.00
Spinach Artichoke Dip - \$4.00	Lobster Roll Sliders - \$6.50

## Dinner Buffet Selections

### Two Entrees \$24 Per Person

Choice of Two Salad Options

Choice of Two Side Options

One Dessert Option

### Three Entrees \$28 Per Person

Choice of Two Salad Options

Choice of Two Side Options

Two Dessert Options

### Entrée Options

#### Pasta

Chicken or Shrimp Alfredo	Shrimp Scampi	Vegetable Primavera (V)
Spaghetti & Meatballs	Beef Lasagna	Eggplant Lasagna (V)

#### Pork & Beef

Maple Glazed Ham

Roasted Pork Loin

Slow-Roasted  
Pulled Pork

Spare Ribs

Sliced Sirloin

Beef Pot Roast

Beef Brisket +\$3.50/Per

#### Chicken

Chicken Parmesan

Bourban Glazed  
Chicken

Tarragon Chicken

Chicken Marsala

Tuscon Chicken

Fried Chicken

Chicken Cordon Bleu

#### Seafood

Tilapia w/Lemon Cream  
Sauce

Baked Lemon Pepper  
Tilapia

Fried Shrimp +\$3/Per

Salmon w/Béarnaise  
Sauce +\$2/Per

Crab Legs \*Market Price\*

Carving Station – Add \$2/Per

Roasted Turkey Breast

Prime Rib Additional \$4/Per

Roasted Pork Loin

New York Strip Additional \$3.50/Per

Baked Ham

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Salad Options

Caesar

Apple Walnut Salad

Macaroni Salad

Tossed Mixed Greens

Coleslaw

Potato Salad

Mediterranean Salad

Fruit Salad

Pasta Salad

Side Options

Dessert Options

Vegetable

Pasta

Assorted Dessert Bars

Green Beans

Macaroni & Cheese

Assorted Cookies

Garden Blend

Penne Pasta w/Marinara

Brownies

Corn

Penne Pasta w/Alfredo

Chocolate Cake

Broccoli

Vanilla Cake

Caramelized Carrots

Carrot Cake

Peas

Potato

Mini Cakes

Cauliflower Mash

Creamy Mashed  
Potatoes

Texas Sheet Cake

Rice

Twice Baked Potato  
Casserole

Cheesecake Bites

Rice Pilaf

Au Gratin Potatoes

Lemon Bars

Spanish rice

Baked Potatoes

Apple Crisp

Fried Rice

Peach Cobbler

# Plated-Dinner Selections

Includes Salad, Roll, One Side, Water, & Tea

**\*\*If More Than One Option is Chosen, Party Must have Exact Count Per Dish\*\***

## Steaks \$30 Per Person

6.oz Filet Minot +\$5/Per

10 oz. Ribeye

10. oz New York Strip

## Seafood \$24 Per Person

Salmon w/Béarnaise Sauce

Tilapia w/Lemon Cream Sauce

Skewered Shrimp (6 pcs)

Grilled Salmon w/Beurre Blanc

5 oz. Lobster Tail \*Market Price\*

## Chicken \$18 Per Person

Garlic Butter Chicken

Chicken Marsala

Chicken Cordon Bleu

Chicken Parmesan

Tarragon Chicken

Airline Chicken +\$3/Per

## Pasta \$18 Per Person

Chicken Alfredo

Shrimp Alfredo

Beef Stroganoff

Shrimp Scampi

## Pork \$25 Per Person

Pork Tenderloin

Creamy Garlic Pork Chop

Sliced Roasted Pork Loin

Spare Ribs (1/4 Rack)

## Vegetarian \$20 Per Person

Vegetable Lasagna

Eggplant Parmesan

Vegetable Primavera

Cauliflower Steak

# Plated Selections for Kids

Plated Dinner for Children Under the Age of 12

Includes Dessert Option of Cookie or Brownie

\$10 Per Child

## First Course

Fresh Fruit Mix

House Salad w/Dressing

## Entrees

Chicken Tenders w/Sauce

Chicken Alfredo w/Garlic Bread (No Side)

Grilled Cheese

Spaghetti & Meatballs w/Garlic Bread (No Side)

Hamburger or Cheeseburger

Cheese or Pepperoni Flatbread Pizza (No Side)

## Sides

Carrot & Broccoli w/Ranch

French Fries

Mashed Potatoes

Applesauce

Macaroni & Cheese

## Combo Plates

### Two Entrée Options \$43 Per Person

Includes Salad, Roll, Two Sides, Water, & Tea

6 oz. Filet Minot w/Demi Glaze

Chicken Cordon Bleu

Salmon w/Beurre Blanc

Chicken w/Sauce

Sauteed Garlic Shrimp (6 pcs)

Pork Chop w/Pear Chutney

5 oz. Lobster Tail \*Market Price\*

Bacon Wrapped Pork Chop +\$2/Per

### Plated Desserts \$8 Per Person

Tiramisu

Lava Cake

Lemon Mascarpone

Chocolate Layered Cake

Raspberry Cheesecake

Caramel Cake

Apple, Pecan, Cherry, or Key Lime Pie

Strawberry Shortcake

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## Pizza/Lounge Options

**Large 2-Topping Flatbread Pizzas (5 Minimum) \$15 Per Pizza**

Toppings: Pepperoni, Sausage, Bacon, Chicken, Black Olives, Onion, Mushroom, Peppers

Sauces: House-Made Marinara, Alfredo, BBQ, & Buffalo

**Baked Pretzel w/Queso - \$5 Per Person**

**Pulled Pork Sliders - \$8 Per Person**

**50 Wings (Boneless or Traditional) - \$100.00**

**Mini Taco Bar - \$9 Per Person**



## Pool Party Rates

Pool Availability for Events

**\*\*Saturday's Unavailable\*\***

11:00 am – 2:00 pm 4:00 pm – Close

\*Exclusions may apply\*

### 'Open' Pool Party Fee - \$250

Pool remains open for all members.  
Party will be set-up on the patio or porch  
area.

### 'Private' Pool Party Fee - \$500

\*30 Guests Minimum\*  
Pool will be closed for duration of party.  
Full usage of outdoor facilities.

**\*\*Due to our high demand of pool usage, please contact our Events Coordinator about\*\*  
finding the best date for your party.**

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## Pool-Side Selections

### Buffet \$14 Per Person

Choice of 1 Salad, 2 Entrees, & 2 Sides

#### Salad Options

House Salad	Fruit Salad
Caesar Salad	Pasta Salad

#### Entrée Options

Pulled Pork w/Sauce  
Pulled Chicken w/Sauce  
Hotdogs/Brats  
Cheeseburgers/Sliders  
Chicken Strips  
Grilled Chicken Sandwiches/Sliders

#### Side Options

Assorted Chips  
Baked Beans  
Tater Tots  
Mashed Potatoes  
Coleslaw

# Bar & Liquor Selections

Cash-Bar

or

Open-Bar

## Champagne - \$20 Per Bottle

Andre' Spumante

Korbel Brut

Wycliff Brut

## Wine - \$24 Per Bottle

Sauvignon Blanc

White Zinfandel

Merlot

Pinot Grigio

Cabernet Sauvignon

Moscato

Chardonnay

Riesling

## Kegs

### **Single Keg of Domestic Beer - \$240**

Options: Bud Light, Budweiser, Coors Light, Miller Lite, Michelob Ultra

### **Single Keg of Import Beer - \$270**

Options: Riggs, Sam Adams, Leinenkugel, Stella Artois, Corona