

## GENERAL INFORMATION & POLICIES

All plans and menus must be confirmed 30 days prior to the date of the event with a final guaranteed number of guests 48 hours prior to the event.

All food and beverage must be supplied, prepared and served by Maumelle Country Club. Special occasion cakes are the only exception to this policy. The club will prepare ample amounts for the guaranteed number of guests anticipated to ensure guests of a well-stocked table. Due to this policy we decline carry-out containers during or after the function.

All food and beverage items are subject to 8% sales tax and a 20% banquet gratuity.  
(++ after price denotes plus tax and gratuity)

All menu items are subject to change without notice until the event contract is signed. Event menu prices quoted more than 30 days prior to the event are subject to change due to the fluctuations in the market and the customer will be notified if such changes are required.

All service personnel labor is included; however, there is a labor charge of \$25++ per cake cutting. A hostess to control tickets, name tags, or to greet guests may be provided at a charge of \$8++ per hour.

### Rental Charges

Rental charges apply to all banquet rooms used for receptions, dinners, meetings, parties, etc. for non-members. The Club reserves the right to charge a \$25.00++ per hour, per person labor charge for any excess labor over normal set-up. The room rental fee is considered your deposit and will guarantee your reservation. The deposit is only refundable up to 30 days prior to the event and thereafter is non-refundable if the event is cancelled.

*The fees are as follows:*

#### Main Ball Room

*25' wide x 50' long*

*Capacity 80 guests*

*Evening rates 3pm-Midnight*

**\$700.00 ++**

*Day rates 7am-3pm*

**\$600.00++**

#### Middle Room

*20' wide x 30' long*

*Capacity 40 guests*

*Evening rates 3pm-Midnight*

**\$400.00 ++**

*Day rates 7am-3pm*

**\$375.00++**

#### North Room

*25' wide x 30' long*

*Capacity 40 guests*

*Evening rates 3pm-Midnight*

**\$400.00++**

*Day rates 7am-3pm*

**\$375.00++**

❖ Entire banquet facility may be combined using all 3 rooms for **\$1300.00**

The final balance is due in full the day of the event. Payment by check or credit card is acceptable-one check only please.

Events booked within 30 days of requested date requires both room rental fee and 50% of payment as a deposit and is non-refundable.

All cancellations must be in writing. No exceptions.

If your group is tax exempt, we require a copy of your Arkansas State Sales tax exemption certificate at the time of booking.

Outside contractors (bands, florists, etc.) may have access to Maumelle Country Club at 3:00 p.m for evening events. Deliveries may be made no more than 3 hours and no less than 1 hour prior to the event. Please coordinate this with the Catering Director.

All events must conclude at 12:00 midnight. All bands and equipment must be removed within one hour after the event has concluded or a late fee of \$100++ per hour will be charged.

We request that only birdseed, fresh petals or potpourri be thrown outside the Club. Please, no throwing of *any* objects inside the building. Positively NO SPARKLERS allowed.

### **Pool Party Polices**

Swimming pool parties are available for members and non-members Tuesday-Sunday from 7:00 p.m until 9:00 p.m. No pool parties will be scheduled on Holidays. For parties (15 guests or less) a charge of \$100++ will apply PLUS \$25.00 per lifeguard (for every 15 kids). For parties with more than 15 guests a charge of \$150++ will apply.  
For your safety no glass is allowed by the pool area.

### **Banquet Room Liability**

The Country Club reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged to the representative making the arrangements.  
Please note the following:

- Nails, pushpins, or potentially damaging fasteners may not be used to hang signs or material on the walls, ceilings, or floors.
- Easels are available on a limited basis for information purposes.
- If a staff employee is required to assist in the set-up or tear down of an excessive set-up, a labor fee will be accessed.

The Host is responsible for any property damage by guests. The charge will be based on the assessment of damages.

\_\_\_\_\_  
(General Manager's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_

\_\_\_\_\_

## HEAVY HORS DOUEVRES

### HOT ITEMS:

Spinach Artichoke Dip with Fried Pita Wedges  
Sausage Cream Cheese Dip with Frito Scoops  
Spicy Chicken Wings  
Tequila Lime Chicken Wings  
Boneless Buffalo wings with Bleu Cheese  
Sesame Chicken Tenders  
Pineapple Chicken Brochettes  
BBQ Meatballs  
Swedish Meatballs  
Assorted Mini Quiche  
Assorted Canape's  
Cocktail Smokies in filo dough blankets  
Beer BBQ Cocktail Smokies  
Sausage, Onions and Peppers  
Stuffed Mushrooms  
Fried Mushrooms  
Fried Green beans  
Asian Mushrooms  
Beef Teriyaki on Stick

### COLD ITEMS:

Assorted Finger Sandwiches  
Fruit and Cheese Display with Yogurt Dip  
Vegetable Display with Ranch Dip  
Assorted Crudite's  
Assorted Petit Fors

Choose any 5 items for only \$13.95++ per person, all you can eat, includes tea, coffee and water  
(Total including tax and gratuity is \$17.86 per person)

Each additional item add \$1.00++ per item per person to your total.

Keg Beer is \$250.00++ for Miller Lite or Bud Lite and serves 180 glasses.

Wine is sold by the carafe and is \$25.00++ per carafe and your guests get a choice of White Zinfandel, Chardonnay, Merlot and Cabernet Sauvignon. Serves 7 glasses per carafe.

Non-Member Room Rental is \$1300.00++ (\$1664.00 total with tax and gratuity)

Member charge is \$150.00++ for the Linen Fee only (\$192.00 total with tax and gratuity)

If you have any further questions, please do not hesitate to contact me, (501) 851-1033, Ext 11.  
Thank you for considering Maumelle Country Club for your upcoming event.