



Special Event and Meeting Guide

Thank you for your interest in hosting your event at the Greencroft Club. Whether you are planning a business meeting, birthday party, or wedding reception, you are sure to find a menu to satisfy your needs and please your palate.

Please keep in mind as you look through the menus, that the menu is intended as a guide. Our catering department will be pleased to help create a menu tailored to your individual needs.

The Greencroft Club has a variety of beautifully appointed rooms to serve as the backdrop for your special occasion or business meeting. When you need a special setting for your next event, choose the club that is committed to charm, tradition, and excellence, The Greencroft Club.

Private Function Parameters

Dress Code:

Proper Country Club dress is required. Demin, shorts, or tennis shoes are not permitted in the club house at anytime. Guests not dressed appropriately will be asked to change or leave the club.

Hours of Operation:

The Greencroft Club is flexible in scheduling the times and duration of events. There is an additional charge for events lasting more than four hours. All events must be concluded by 11pm.

Weddings:

A wedding ceremony may be held at the club. The club does not permit the throwing of rice, flower petals, or anything of that nature inside or outside the club. All candles must meet fire department regulations. Please check with the banquet manager as to the specifications.

Deposits and Payments:

A non-refundable deposit equal to the facility fee plus the applicable food deposit is required to guarantee the date selected. The deposit is applied to the total amount due for the function. 48 hours prior to the function, 100% of the estimated balance is required for non-member events.

Food Deposit Requirements 25 guests and under \$200.00
Over 25 Guests \$500.00

Facility Rental Fees:

	Day <u>Room Rent</u>	Evening (4pm +) <u>Room Rent</u>
<u>Main Dining Room</u> (built in dance floor)		
Tuesday - Thursday	\$200	\$350
Friday & Saturday	\$350	\$750

Living Room

(no dance floor)

Tuesday-Thursday	\$100	\$200
Friday & Saturday	\$200	\$350

Ivy Room (upstairs)

Any Day	\$50	\$100
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West Lawn

Rental

Perfect for outdoor functions \$250

East Garden (attached to Main Dining room is available at no charge with Main Dining Room rental. Tents, tables, chairs are an additional charge.

*******Rooms hold certain food and beverage spending minimums seasonally.**

Room rental fees include the use of all tables, elegant cushioned chairs, basic white table toppers, linen napkins, all china, flatware, and glassware. Any tables and chairs for use outside are provided at an additional charge.

<u>Function Room Capacities:</u>	<u>Stand up</u>	<u>Sit down</u>
Main Dining Room:	180	105
Living Room	75	42
Ivy Room	40	25
East Garden	N/A	80

Confirmation:

An estimated number of attendees and a menu must be in place two weeks prior and a guaranteed number of guests attending each function are required two business days prior to the event.

Miscellaneous:

With the exception of wedding cakes or other special occasion cakes, all food and beverage consumed at the Greencroft Club must be purchased from the Greencroft Club. No leftover food may be removed from the clubhouse as directed by Virginia Health Code. The service charge is 20% and the Virginia Sales Tax on Food and Beverage is 9%.

Alcohol Policy:

The Greencroft Club adheres to the rules and guidelines outlined by the State of Virginia Alcohol Beverage Commission. Neither the Club nor its staff will serve alcoholic beverages to individual under the age of 21. The Management at the Greencroft Club reserves the right at its discretion to terminate service of alcoholic beverages to any individual at any time. Club service personnel must handle all alcoholic beverage service. For all functions that require a second bar, such as an outside bar, there will be a \$150 set up fee.

Rental Item and Service Fees:

Podium with Mic	\$35.00	
Piano	\$150.00	
Outdoor Chairs	\$2.00	Set up included
Outdoor Tables	\$10.00	Set up included
Stand up Table	\$10.00	
Votives	\$1.50	
Easel	\$5.00	
Screen	\$25.00	
Cash Bar	\$50 per hour	

Rental Items Cont.

Cake Service Fee	\$150.00
Chef Fee	\$15.00 per carved item
Bud Vase Table Arrangement	\$2.00
Holiday Table Arrangement	\$10.00