

# *Northgate Country Club Wedding Information*

## FINANCIAL AND FACILITY INFORMATION

### *Facility Rental Fees*

NON-MEMBER USAGE FEE: A FEE WILL BE COLLECTED FOR ALL NON-MEMBER EVENTS . BELOW IS FEE SCHEDULE FOR ALL WEDDING EVENTS:

**FRIDAY EVENINGS- \$1,000**

**SATURDAY AFTERNOON (CONCLUDING BY 5PM) - \$1,500**

**SATURDAY (AFTER 5PM) - \$2,000**

**SUNDAY AFTERNOON (CONCLUDING BY 4PM) - \$750**

**SUNDAY EVENINGS- \$1,250**

SPONSORSHIP: FEES WILL BE REDUCED BY 25% WITH MEMBER SPONSORSHIP. A BENEFIT OF MEMBERSHIP AT NORTHGATE COUNTRY CLUB IS USE OF THE DINING AND PARTY FACILITIES AT NO CHARGE.

### *Food and Beverage Minimums*

THIS IS THE MINIMUM DOLLAR AMOUNT REQUIRED TO BE SPENT TO GUARANTEE THE ABOVE FUNCTION SPACE RESERVATION. THIS AMOUNT INCLUDES FOOD AND BEVERAGE AND DOES NOT DECREASE IF THE EXPECTED ATTENDANCE IS NOT REACHED. THE MINIMUM EXPENDITURE DOES NOT INCLUDE THE 20% SERVICE CHARGE, 8.25% SALES TAX, AND ANY OTHER NON-FOOD/BEVERAGE CHARGES. RENTAL OF THE FACILITY IS 4 HOURS, WITH A \$500 CHARGE FOR EVERY HOUR EXCEEDING THE ALLOTTED TIME.

**FRIDAY EVENINGS- \$6,000**

**SATURDAY AFTERNOON (CONCLUDING BY 5PM) - \$5,000**

**SATURDAY (AFTER 5PM) - \$10,000**

**SUNDAY AFTERNOON (CONCLUDING BY 4PM) - \$2,500**

**SUNDAY EVENINGS- \$5,000**

### *Deposit & Payments*

THE CLUB REQUIRES A \$2000 DEPOSIT IN ORDER TO SECURE THE DATE OF THE FUNCTION & THE ROOMS. IF YOUR DEPOSIT IS NOT RECEIVED BY THE DUE DATE, YOUR RESERVATION WILL BE CANCELLED. A PAYMENT IN THE AMOUNT OF 25% OF THE ESTIMATED TOTAL WILL BE DUE 180 DAYS PRIOR TO THE EVENT DATE. ANOTHER PAYMENT IN THE AMOUNT OF 25% OF THE ESTIMATED TOTAL WILL BE DUE 60 DAYS PRIOR TO THE EVENT DATE. THE FINAL BALANCE IS DUE 10 DAYS PRIOR TO YOUR EVENT. ALL DEPOSITS AND PAYMENTS ARE NON-REFUNDABLE AND NON-TRANSFERABLE

## *Balance of Payment*

THE FINAL PAYMENT OF THE TOTAL ESTIMATED CHARGES IS DUE 10 DAYS BEFORE THE DAY OF YOUR EVENT BY CASH, CASHIERS CHECK, OR MASTERCARD/VISA. A VALID CREDIT CARD (MASTERCARD/VISA) IS REQUIRED AT THE TIME YOU SIGN YOUR CONTRACT AND KEPT ON FILE, IF FINAL BILL IS NOT PAID WITHIN THE ALLOTTED TIME YOUR CREDIT CARD WILL BE CHARGED FOR THE BALANCE. NO EVENT WILL BE HOSTED IF FULL PAYMENT IS NOT MADE.

## *Guarantee on All Food and Beverage*

A GUARANTEED NUMBER OF GUESTS IS REQUIRED BY 12:00 NOON, 10 WORKING DAYS PRIOR TO EVENT DATE. NORTHGATE STAFFS, PREPARES AND ORDERS BASED ON THIS NUMBER THEREFORE, GUARANTEES MAY INCREASE BUT NOT DECREASE AFTER THIS TIME. IF A GUARANTEE IS NOT RECEIVED, THEN THE ORIGINAL COUNT OR ACTUAL NUMBER IN ATTENDANCE, WHICHEVER IS GREATER, WILL BE CHARGED.

## *State Sales Tax & Service Charge*

THE FOLLOWING PRICING IS SUBJECT TO 8.25% TEXAS SALES TAX AND 20% SERVICE CHARGE.

## *Cancellations*

IN THE EVENT MEMBER/CLIENT CANCELS THE FUNCTION FOR ANY REASON, CLUB WILL RETAIN ALL NONREFUNDABLE DEPOSITS AND PAYMENT. IN ADDITION, THE CLUB WILL BE ENTITLED TO A CANCELLATION FEE AS FOLLOWS:

- LESS THAN 180 DAYS PRIOR TO EVENT- 50% OF THE ESTIMATED COST OF THE FUNCTION**
- LESS THAN 120 DAYS PRIOR TO THE EVENT- 75% OF THE ESTIMATED COST OF THE FUNCTION**
- LESS THAN 60 DAYS PRIOR TO THE EVENT- 100% OF THE ESTIMATED COST OF THE FUNCTION**

ALL CANCELLATIONS CONFIRMATIONS MUST BE OBTAINED IN WRITING OR ARE OTHERWISE INVALID.

## *Ceremony*

OUTDOOR AND INDOOR LOCATION IS AVAILABLE. CEREMONY FEES BEGIN AT \$400 FOR LOCATION ONLY SERVICES AND BEGIN AT \$800 FOR FULL-SERVICE COORDINATOR AND SET UP SERVICES. DISCOUNTS ARE GIVEN FOR CLIENTS WHO HAVE HIRED 'DAY OF' OR FULL-SERVICE WEDDING CONSULTANTS. ALL FEES INCLUDE DÉCOR AND A ONE-HOUR REHEARSAL TIME.

WE DO OFFER ALTER ARRANGEMENTS, UNITY CANDLE STANDS, EASELS, SHEPPARD HOOKS AND AISLE RUNNERS FOR YOUR CEREMONY.

## *Capacity*

NORTHGATE'S BALLROOM CAN ACCOMMODATE UP TO 350 GUESTS DEPENDING ON OVERALL CONFIGURATION OF THE SPACE. EVENTS REQUIRING BUFFETS TABLES AND DANCE FLOOR HAVE A MAXIMUM CAPACITY OF 320.

## CLUB HOUSE ACCESS AND USAGE

### *Facility Access*

NORTHGATE WILL GUARANTEE 2 HOURS PRIOR TO EVENT FOR VENDOR, ENTERTAINMENT, AND SPECIALTY DÉCOR SET UP. DEPENDENT ON EVENT SCHEDULES, ADDITIONAL TIME MAY BE AVAILABLE BUT IS NOT GUARANTEED UNTIL 5 DAYS PRIOR TO EVENT DATE. NORTHGATE PROVIDES ONE HOUR FOR VENDOR BREAKDOWN. IF ADDITIONAL TIME IS REQUIRED PLEASE ALERT YOUR NORTHGATE EVENT CONTACT.

## FOOD & BEVERAGE INFORMATION

### *Alcohol Service*

THE TEXAS ALCOHOLIC BEVERAGE COMMISSION REGULATES THE SALE AND SERVICE OF ALCOHOLIC BEVERAGES. NORTHGATE COUNTRY CLUB IS RESPONSIBLE FOR THE ADMINISTRATION OF THOSE REGULATIONS. THEREFORE, ALL ALCOHOLIC BEVERAGES MUST BE PURCHASED THROUGH THE CLUB. NORTHGATE WILL NOT SELL OR SERVE ALCOHOL TO A MINOR AND RESERVES THE RIGHT TO ID ANY PERSON OR GUEST ON OUR PREMISE REQUESTING ALCOHOLIC BEVERAGES. WE ALSO RESERVE THE RIGHT END BAR SERVICE TO ANY PATRON FOR ANY REASON WITHOUT AUTHORIZATION FROM CLIENT. LIABILITY FOR DAMAGES TO THE PREMISES WILL BE CHARGED ACCORDINGLY.

### *Menus*

NORTHGATE COUNTRY CLUB IS PLEASED TO FURNISH YOU WITH SEVERAL SUGGESTED MENUS. WE WELCOME THE OPPORTUNITY TO CUSTOM DESIGN A MENU ESPECIALLY FOR YOU. ALL FOOD & BEVERAGE MUST BE PURCHASED THROUGH THE CLUB. NO OUTSIDE CATERING IS ALLOWED. FINAL MENU SELECTIONS MUST BE MADE 30 DAYS IN ADVANCE OF YOUR EVENT. THIS ALLOWS OUR STAFF AND THE CHEF TIME TO PLAN AND PREPARE FOR YOUR FUNCTION. DUE TO FLUCTUATIONS IN THE FOOD MARKET, SOME PRICES MAY CHANGE BUT ARE GUARANTEED FOR 90 DAYS PRIOR TO YOUR EVENT.

NO FOOD OR BEVERAGE IS ALLOWED TO BE BROUGHT OR TAKEN FROM THE CLUB'S PROPERTY. EXCEPTIONS TO BE MADE FOR SPECIAL OCCASION CAKES ONLY.

ALL FOOD AND BEVERAGE OPTION ARE SUBJECT TO A 20% SERVICE CHARGE/GRATUITY AND 8.25% TX STATE SALES TAX

## *Tastings*

NORTHGATE COUNTRY CLUB WELCOMES THE OPPORTUNITY FOR OUR CLIENTS TO TASTE OUR CUISINE. YOU AND UP TO THREE GUESTS MAY BE OUR GUESTS FOR LUNCH OR DINNER DURING OUR REGULARLY SCHEDULED MEAL TIMES. ALCOHOL AND APPLICABLE GRATUITIES ARE NOT INCLUDED AND WILL BE THE RESPONSIBILITY OF THE CLIENT.

## ADDITIONAL INFORMATION

### *Decorations*

WE ARE HAPPY TO PROVIDE YOU WITH COMPLIMENTARY 85" TABLE LINENS AND NAPKINS IN IVORY OR WHITE. SPECIALTY LINENS ARE AVAILABLE FOR AN ADDITIONAL CHARGE.

85" POPLIN OVERLAY- \$12.00 PER TABLE

COLORED POPLIN NAPKINS- \$1.00 EACH

61" POPLIN OVERLAY- \$7.00 PER TABLE

SATEEN OR ORGANZA CHAIR SASHES- \$1.25 PER SASH

IVORY, BLACK OR WHITE SATEEN FLOOR LENGTH- \$17.00 PER TABLE

SATEEN CHAIR COVERS- \$3.50 PER CHAIR

TAFFETAS, PINTUCKS, EMBROIDERED AND OTHER EMBELLISHED LINENS START AT \$22 PER TABLE

WE DO OFFER ALTER ARRANGEMENTS, UNITY CANDLE STANDS, EASELS, SHEPPARD HOOKS AND AISLE RUNNERS FOR YOUR CEREMONY.

SILVER CANDELABRAS, MIRROR TILES, HURRICANE, ROSE BOWLS, TRUMPET VASES, VOTIVE HOLDERS AND TEA LIGHTS ARE PROVIDED COMPLIMENTARY. (QUANTITIES ARE LIMITED ON SOME INVENTORY).

ICE CARVINGS ARE AVAILABLE FOR AN ADDITIONAL FEE STARTING AT \$225.

### *Other Services*

VALET SERVICE IS PROVIDED AT \$400 FOR RECEPTIONS AND \$500 FOR CEREMONY & RECEPTIONS. SERVICE IS FOR UNLIMITED VEHICLES AND BEGINS 30 MINUTES PRIOR TO YOUR EVENT AND CONCLUDES 20 MINUTES AFTER CONCLUSION OF EVENT.

ICE CREAM SUNDAE BAR AND CHOCOLATE FOUNTAINS ARE AVAILABLE FOR A FEE OF \$550, AND BOTH INCLUDE UNLIMITED BOUNTY OF FIXINGS AND AN ATTENDANT.

LIGHT DECORATING IS COMPLIMENTARY. LIGHT DECORATING INCLUDES SET UP OF PORTRAIT, KNIFE/SERVER SET, TOASTING FLUTES, PARTY FAVORS, GIFT BOX/BIRD CAGE, AND GUEST BOOK. ADDITIONAL DECORATING IS SUBJECT TO FEES. PLEASE ASK YOUR EVENT CONTACT FOR FURTHER INFORMATION.

UP-LIGHTING, GOBO LIGHTS, CEILING/WALL DRAPING, STAGING, RISERS, CHIVARI CHAIRS, AND OTHER SPECIALTY DECOR ARE AVAILABLE FOR ADDITIONAL FEES.

### *Outside Vendors*

YOU ARE WELCOME TO BRING IN A VENDOR OF YOUR CHOOSING. ALL VENDORS MUST BE A LEGITIMATE BUSINESS OR ENTERPRISE AND MUST CARRY LIABILITY INSURANCE. PROOF OF INSURANCE MAY BE REQUIRED. PLEASE VERIFY PROOF ON INSURANCE BEFORE BOOKING WITH YOUR VENDOR. WE WOULD BE HAPPY TO ASSIST YOU IN FINDING THE PERFECT FLORIST, BAKER, PHOTOGRAPHER AND ENTERTAINER TO COMPLIMENT YOUR EVENT. SOME OF THE VENDORS ON OUR PREFERRED VENDOR LIST PROVIDE DISCOUNTS WHEN BOOKING AT NORTHGATE COUNTRY CLUB. YOUR PREFERRED VENDOR LIST WILL BE IN YOUR 'NEW BRIDE WELCOME PACKET'.

### *Bridal portraits*

PORTRAITS ARE PERMITTED FOR NORTHGATE BRIDES ONLY. PORTRAITS MAY BE TAKEN AT CLUB OR ON GROUNDS AT A PREVIOUSLY SCHEDULED TIME. TIME SLOTS FOR PORTRAITS VARY ACCORDING TO BUSINESS NEEDS SO PLEASE CHECK WITH YOUR EVENT CONTACT FOR OPTIONS. NO PHOTOGRAPHS MAY BE TAKEN ON GOLF COURSE, AS IT IS A FIELD OF PLAY AND MAY BE QUITE DANGEROUS; NO EXCEPTIONS WILL BE MADE. WE DO REQUEST THAT SHOES WITH HIGH OR SPIKED HEELS BE REMOVED ANY FOR POSE TAKEN IN THE GRASS AREAS.

### *Planning Meetings*

NORTHGATE COUNTRY CLUB EVENTS STAFF DOES REQUIRE ALL MEETINGS BE SCHEDULED IN ADVANCE. PLEASE DO KEEP IN MIND THAT THE CLUB IS CLOSED MONDAYS AND STAFF WORKS A VARIED SCHEDULE TUESDAY – SATURDAY. AFTER HOURS MEETINGS AND SATURDAY MEETINGS ARE LIMITED DUE TO INCREASED DEMAND; THEREFORE, IT IS ENCOURAGED FOR CLIENTS TO PLAN MEETINGS SEVERAL WEEKS OUT TO ENSURE THE PREFERRED DATE & MEETING TIME IS AVAILABLE.