

# GENERAL CLUB POLICIES

*All function rooms are assigned by request and/or in accordance with the anticipated guaranteed number of guests. The Club reserves the right to reassign any function room as deemed necessary.*

*Final menu selections must be given to Green Hill Yacht & Country Club one (1) month prior to the event so that necessary planning may be carried out.*

*All food and beverage consumed on the Club premises must be purchased from the Club. No food or beverages may be brought onto the property or removed from the property.*

*All food and beverages are subject to a 19% Service Charge and 6% MD Sales Tax.*

*Green Hill Yacht & Country Club reserves the right to refuse alcohol to any individual or any event.*

## **Guarantees**

*The Catering Department requires a guaranteed number of guests a minimum of fourteen (14) days prior to the date of your function. If a guarantee is not received, the Club will use your original expected number of guests as the guarantee.*

*The guaranteed number or actual attendance, whichever is greater, will be the amount billed. Please keep in mind that the **final** guaranteed number may not be decreased once it is received.*

## **Lost & Found**

*Green Hill Yacht & Country Club will not assume any responsibility for the damage to or loss of any articles left in the Club before, during or after an event.*

## **Event Extensions**

*All extensions over and above the 4-hour rental must be scheduled with the Facility Coordinator prior to the event. Any functions requiring more than 4 hours will be billed accordingly.*

## **Scheduling**

*Rescheduling requests must be provided to us in writing. If a function is rescheduled, the deposit will be applied to the new date provided the Club is able to replace the original date with a party of equal or greater value. If the original function is not rebooked, a penalty in accordance with our cancellation schedule will apply.*

***All pricing is subject to change without notice***

***A 6% Sales Tax will be applied to all gratuities***