

Berkeley Country Club

P.O. 397

772 Exeter Plantation Road

Moncks Corner, SC 29461

843.761.4653 Phone 843.761.7763 Fax

berkeleycc@homesc.com Email

Saturday

Members \$2,600

Non-members \$2,800

Friday and Sunday

Members \$2,400

Non-members \$2,600

Weekday

Members \$1,900

Non-members \$2,100

Berkeley Country Club

Total Amount: _____ Deposit: _____ Balance Due: _____

Type of Event: _____

Event Date: _____

Start Time: _____

Conclusion Time: _____

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Email: _____

Phone: _____

Contact Person: _____

Wedding Coordinator: _____

Berkeley Country Club

Lawn Ceremony: \$250.00

Yes No

Cash Bar:

Yes No

Open Bar:

Yes No

Number of Bartenders needed (more than 100 guest requires 2 bartenders) \$75 per bartender.

Five-hour limit for bar to be open.

1 2

2nd Day Rental: \$1,500

Yes No

Total Balance Due 30 Days Prior To Event

50% Of Total Balance Due to Secure Rental

\$1,400 Refundable Security Deposit Due with Total Balance

The undersigned hereby agrees to be bound by the terms and rules and regulations of the Club and may be amended by management in its sole discretion.

By signing below, I agree to all terms in contract:

Signature: _____ Date: _____

Photo ID Required: _____

Berkeley Country Club

Deposit: Berkeley Country Club requires a 50% non-refundable deposit due on the day of booking.

Payment: The total cost of the event as stated on the contract is due 30 days prior to the event. If the payment is not received, the Club has no obligations to continue with the event. **We require 'Day-Of Event Insurance' with Berkeley Country Club named as Additional Insured. This can be easily obtained through your preferred agent or online.** Payments toward this total can be made in installments of your choice at any time prior to the event. If any additional fees are applied after payment is received, such as damages to the property or time extension, the party will be billed a final invoice once the event is over.

Cancellation: Cancellations and postponements are handled on a case-by-case basis. Please note that the initial deposit received to hold the date is **non-refundable** in every case. All payments are non-refundable.

Outside Vendor Information: Berkeley Country Club does not assume any responsibility or liability for wedding planner services or vendors. Berkeley Country Club will provide a list of vendors and their contact information. If the party prefers another vendor aside from this list, the party or planner must submit the vendor's name and credentials at least 30 days prior to the event for approval/denial. Please provide all outside vendors with the Club's list of Policies and Procedures and the event contract, as the party is responsible for the services and damages of their vendors. The patron agrees to hold harmless the Club, employees and affiliates from all claims, actions, suits, or allegations for damages to the persons or property which relates or pertains in any way to the event. Further, the patron agrees to indemnify the Club for all costs or losses which may be incurred by the Club because of such claims.

Clean up Rules:

All table and chairs put away in storage room.

All trash: Kitchen, porches, banquet room, bathroom, parking lot & lawn area must be picked up and placed in dumpster in parking lot.

Nothing left in kitchen or refrigerator.

Turn off lights and lock all doors.

Rules and Regulations:

Tables and chairs (200 chairs, 25 60' round, 6 rectangle & 6 cocktail tables) are provided for 200 people.

Renter is responsible for leaving the Ballroom as it was found.

We do not set up the Ballroom for any events and will not be responsible for any items left.

You will be responsible for any clean up between days when the room is rented for two days or more.

We do not allow you to hang or tape on the walls or ceiling. Use only free-standing forms.

You must rent chairs for outdoor weddings. Our chairs must remain **indoors**.

Nobody allowed on golf carts unless checking in with Pro Shop.

Deposits are non-refundable:

Non-members must confine their guests to the Ballroom area, upstairs porch, and ceremony site. Clubhouse area and golf course are off limits. Exceptions are for photographs and ceremonies, which must be confined to the front lawn.

Loading and unloading must be done from the front of the building. After unloading cars **MUST** go to parking lot. No autos are allowed on cart path on right of building or on the lawn. Please inform the cater, band, florist, etc.

You will be held responsible for any damages. If a member rents the room for someone else, he will be responsible for damages.

Ballroom cannot be rented at member's rate for non-members.

Room rental is from 9:00 am until 12:00 am. Your party must conclude by 11:00 pm (Last call for liquor, beer, or wine 11:00pm)

Security deposit will not be returned if any rules are broken, or property is damaged.

We do not have a cater lift and we are not handicapped accessible.

South Carolina Beverage Commission Regulations:

Your party must be private. You can invite people by word of mouth or by first class mail. Invitations printed in the newspaper or publicized on television or radio will make your party public and would make it unlawful for anyone to consume or possess alcoholic beverages.

You must keep all liquor behind the bar during your party. You must have a bartender to pour all alcoholic drinks. Beer can be served in cans or bottle.