



*Pine Tree Country Club
Weddings & Events*

Thank you for your interest in Pine Tree Country Club as a venue for your upcoming event. Whether you are wanting to host a business meeting, luncheon, dinner party, or reception we promise to provide a beautiful venue with professional staff and delicious food to make sure your event is nothing less than perfect!

Within this packet, you will find our pricing structure on all of our banquet rooms and our facility agreement to book a room. If you would like a tour of our facility or meet to discuss details of your event in person, I would be happy to meet with you at your convenience. Please do not hesitate to contact me at 205-956-1555 or by email at tmaxin@troon.com.

I look forward to working with you and making your event memorable!

Sincerely,

Tara Maxin

Pine Tree Country Club, Banquet Director



Room Rentals

(A 10% tax will be added on all facility rentals)

Ballroom	Accommodates up to 300	Sunday-Thursday	\$2100
		Friday-Saturday	\$2400
Fairmont Room	Accommodates up to 90	Sunday—Thursday	\$720
		Friday— Saturday	\$1080
Hillcrest Room	Accommodates up to 40	All Days	\$360
Terrace	Accommodates up to 90	Sunday—Thursday	\$960
		Friday—Saturday	\$1440
Entire upstairs		All Days	\$3000

Additional Charges

Room Set Up Fee	\$250 - Hillcrest, Fairmont, & Terrace \$500—Ballroom
Linens (Black, White, Ivory)	\$75 - 0-50 person event \$150 - 51-100 person event \$250 - 100+ person event
Chair Covers	\$2 per chair cover

- * Specialty Linens will incur additional charges based on quantity and price
- * Use of more than one room, including the Main Bar, constitutes use of the “Entire Upstairs.”
- * Decorating and deliveries are to be completed on the day of the event only. Decorating or deliveries prior to the event date may incur additional rental charges depending on availability.
- * Items (decorations, flowers, etc) are to be removed no later than 12:00pm the following day, or additional rental fees may be charged.
 - * No outside food or drink are permitted

Other Rental Items & Services

Chef attendant fee - \$75++ per Chef
(one chef per 75 guests)

Bartender - \$75++ per bartender
(one bartender per 75 guests)

Room Set Up Fee - To be quoted

Valet Parking - To be quoted

Security Guard - To be quoted

Security guards may be required if you are hosting an event where there will be children through the age of eighteen in attendance.

Requirements are as follows:

0 to 25 children	No security guard required
26 to 50 children	Minimum of 1 security guard
51 to 75	Minimum of 2 security guards
76 to 100 children	Minimum of 3 security guards
100+ children	Minimum of 4 security guards

Audio Visual Rentals

TV/VCR/DVD	\$30+
Wireless Microphone	\$30+
LCD Projector & Screen	\$175+
Additional Tables	To be quoted

Deposits/Payments

A full deposit is due upon receipt of the completed Facility Agreement.

All remaining balances are to be paid prior to the event date. Any balance not paid in full by the event date will be charged on the next business day with the account information submitted with the Facility Agreement. Any charges that are accrued during the event will be discussed with the Patron and payment will be finalized. Pine Tree Country Club accepts all forms of payment.

Tax exempt groups must provide Pine Tree Country Club with a letter of exemption with the remittance of the accepted contract. In the event the contract is signed in the name of a club, corporation, association, partnership, society, or other type of organization, the person signing represents that he/she has the authority of acceptance and assumes personal responsibility for the performance of the event.

Service Charge & Sales Tax

A service charge of 20% will be added to all food and beverage charges and a sales tax of 10% will be added to the overall account. The Patron agrees to pay such amount as stated on the final billing statement.

Price Increases

Prices quoted herein are subject to change up to six (6) months before the event date to meet increased costs of supplies or operation.

Extras

In the event the Patron requests Pine Tree Country Club to furnish any food, beverage, or any other services not specifically provided within the agreement agrees to pay Pine Tree for any additional charges accrued.

Rentals

All rental items, i.e. linen, tables, chairs, tents, etc, will go through Pine Tree Country Club. No outside vendors will be allowed.

Room Assignment & Setup Fees

Pine Tree reserves the right to assign function rooms according to the anticipated number of guests and the type of event. Pine Tree also reserves the right to reassign rooms according to fluctuations in guest counts or event requirements. Service fees will be applied to all food and beverage items and additional charges may be accrued for room set up fees, special labor, or equipment rental needed for the event. Pine Tree reserves the right to charge a nonrefundable fee of \$300 per hour for use of the facility after the allotted time (4 hours) for any event.

Excused Nonperformance

If for any reasons beyond its control including, but not limited to, strikes, labor disputes, accidents, government requisitions, restrictions, or regulations on travel, club operation, commodities of supplies, acts of war or acts of God, Pine Tree Country Club is unable to perform its obligations under this Agreement, such nonperformance is excused and Pine Tree may terminate this Agreement without further liability of any nature, upon return of the Patron's deposit. In no event shall Pine Tree be liable for consequential damages of any nature for any reason.

Inclement Weather

Pine Tree Country Club does not have alternative event space for use in the event of inclement weather. However, we will make every effort to accommodate the Patron. The Patron is still responsible for total amount due per the agreement.

Miscellaneous

Music must be kept at a level deemed appropriate by Pine Tree Management. No bird seed, rice, confetti, etc, is to be used at any time during the event. With the variety of dining patrons we have here at the club, we simply must ask for the proper decorum from all of our guests and appreciate parents cooperation in supervising your children while with us for the duration of your event.

Food Service

Pine Tree Country Club must provide all food and beverage items. Menu selections, room requirements, and all other arrangements must be received in writing two (2) weeks prior to the function date. No food or beverage items may be removed from any function.

Beverage Service

Pine Tree Country Club, as a licensee, is responsible for the administration of the sale and service of the alcoholic beverages in accordance with the Alabama State Liquor Commissioner's regulations and/or Alabama statutes. Pine Tree must supply all alcoholic beverages and may only to be dispensed by servers and/or bartenders. Pine Tree Country Club staff reserves the right to request proper identification of anyone of questionable age and refuse beverage service to any person under the age or unable to produce proper identification. Pine Tree also reserves the right to refuse service to any person who appears intoxicated.

No beverages of any kind will be permitted to be brought into Pine Tree by the Patron or any of the Patron's guests or invitees from the outside without the written permission of Pine Tree. Pine Tree reserves the right to make a charge for the service of such beverages. Under no circumstance will Pine Tree Country Club serve or permit the consumption of alcoholic beverages by minors.

Guarantees

The Patron is required to notify Pine Tree Country Club of the exact number of guests to be in attendance for the event no later than five (5) business days prior to event date in order to ensure proper scheduling and preparation for the event. This will be considered the minimum number of guests charged, even in the event that fewer than the guaranteed number attends. If no guarantee is provided, the most recent expected number provided by the contracting party will serve as the guarantee. Patron is charged the number guaranteed or the number of actual attendees, whichever is greater.

Cancellation

Upon contract acceptance and full receipt of deposit, the committed event space is off the market. The Patron understand and accepts that if cancellation occurs at anytime after securing the event date, the following actions will occur:

- Cancellation at any time after booking results in forfeiture of the deposit payment
- Cancellation less than thirty (30) days prior to the event will result in forfeiture of the deposit payment and will be charged 50% of all expected revenue charged as liquidated damages.
- Cancellation within one week of event date will result in forfeiture of 100% of all expected revenues.

Conduct of Event

Patron agrees to begin its function promptly as scheduled and to have all guests, invitees, or other persons vacate at the closing hour as indicated on the contract. In the event time exceeds the allotted time indicated, or if the Patron requests additional time, the Patron will be charged a nonrefundable fee of \$300 per hour for use of the facility. All events are to end by midnight.

The Patron agrees to conduct the event in an orderly manner, to be in full compliance with all applicable laws, regulations, and rules as indicated by Pine Tree Country Club. Patron assumes full responsibility for conduct of guests and any damage done to any part of the premises during the course of your event. Pine Tree Country Club reserves the right to exclude or eject any and all objectionable persons from the event without liability. The Patron accepts full responsibility from any negligence or damage as a result from guests, invitees, or any independent contractor hired by the Patron. The Patron hereby indemnifies and holds Pine Tree Country Club harmless against any and all claims, liabilities, or costs, including reasonable attorney fees whether by personal injury, death, property damage or issues in connection with the event.



FACILITY RENTAL TERMS OF AGREEMENT

(This form must be completed by the Responsible Billing Party)

I hereby request the use of the Pine Tree Country Club facilities for a private event, as follows:

Responsible Billing Party's Name: _____

Pine Tree Country Club Membership Number: _____

Company Name/Type of Event _____

Billing Address: _____

Telephone Number: _____ Approximate Number of Guests: _____

Email: _____

Requested Date of Event: _____ Time of Event: _____

Rooms & Deposit Fees

(A 10% Sales Tax will be added on all facility rental charges):

Full Ballroom \$2,100 Sunday – Thursday \$2,400 Friday & Saturday	Hillcrest Room \$360 All Days
½ Ballroom Window-Side \$1,000 Sunday – Thursday \$1,500 Friday & Saturday	Fairmont Room \$720 Sunday - Thursday \$1,080 Friday & Saturday
Downstairs Grille \$500 All Days	Entire Upstairs \$3,000 Sunday – Thursday

- Use of more than one room, including the Main Bar, constitutes use of the "Entire Upstairs."
- Decorating and deliveries are to be completed on the day of the event only.
- Decorating or deliveries prior to the event date may incur additional rental charges depending on availability.
- Items (decorations, flowers, etc.) are to be removed no later than 12:00pm the following day or additional fee may be charged.



PINE TREE COUNTRY CLUB

Payment Authorization Form

FOR E-CHECK PAYMENTS, PLEASE COMPLETE THE FOLLOWING INFORMATION:

Name on Account: _____

Routing/ABA Number: _____

Account Number: _____

Account Holder Type (check one):

Account Type (check one):

Personal Business

Checking Savings

FOR CREDIT/DEBIT CARD PAYMENTS, PLEASE COMPLETE THE FOLLOWING INFORMATION:

Name as it Appears on Card: _____

Card Type (check one): AMEX Discover MasterCard VISA

Card Number: _____

Expiration Date: _____ Security Code*: _____

* For all credit card payments are subject to a 4% processing fee

A full deposit is due upon receipt of the completed Facility Agreement. All remaining balances are to be paid prior to the event date. Any balance not paid in full by the event date will be charged on the next business day with the account information submitted on this form. Any charges that are accrued during the event will be discussed with the Patron and payment will be finalized. All credit card payments are subject to a 4% processing fee. Any payment returned due to Nonsufficient Funds (NSF) will be charged a \$25 NSF fee for each failed attempt.

By signing below, you accept the terms and conditions as stated and authorize Pine Tree Country Club to process payment from the information provided o this form.

Signature: _____ Date: _____