

FACT SHEET

POLICIES APPLYING TO PARTIES

- A.) Deposits/Cancellation:
A non-refundable deposit of \$400.00 must be submitted within ten (10) days of booking in order to guarantee your selected date. No date will be guaranteed without a deposit. Cancellation of your event will forfeit your deposit if not made at least ninety (90) days prior to the event.
- B.) Contracts and party arrangements should be made as soon as possible or with the deposit.
- C.) Due to safety regulations, **rice, confetti, birdseed and/or glitter** will not be permitted on the premises, whether it is in the clubhouse or on the grounds. Failure to adhere to this policy will result in a minimum additional clean-up charge of \$250.00.
- D.) Special decorations must be approved by management prior to your event. Nothing shall be attached to the walls in any room without approval. No fixed club decorations in any room may be removed.
- E.) A very accurate cost calculation has been made of all menus and service. However, due to the fluctuating market, all prices listed are subject to change. All prices will be guaranteed sixty (60) days prior to your function date.
- F.) The introduction of outside food and beverage for consumption at an event is not permitted (except wedding cake).
- G.) No leftover food or beverage may be removed from the clubhouse (with the exception of the wedding cake or prepaid wine).
- H.) There will be no buffet served to a group consisting of less than fifty (50) people. For groups of less than fifty (50) people a room charge of fifty dollars (\$50.00) will be applied.
- I.) Dietary substitutes will be made available, upon request, with prior notice of seventy-two (72) hours.
- J.) The club is not responsible for personal property of guests which may be stolen, lost, or misplaced at a private party.
- K.) The club may require, for certain events, the services of a security guard provided at the client's expense.

SERVICES

Room Rental Fees:

These standard fees are in effect April - December

Luncheons, meetings, holiday parties, reunions, funeral receptions, banquets, rehearsals	\$ 150.00
We will close the entire clubhouse to those not attending this function.	\$2,500.00

Banquet room rental includes linens, room set up, cleaning and breakdown

- A.) Our manager will be happy to assist you in selecting flowers, entertainment, audio-visual presentations and/or music. Should you have any special request, please contact our manager with adequate notice.
- B.) The following items are available at no additional charge:
- | | |
|---|-----------------------|
| 1.) Extension cords | 4) Podium/Microphone |
| 2.) Easels | 5) Projection Screen |
| 3.) House linens for dining tables only | 6) Wi-Fi is available |
- C.) The following services are available with an additional charge:
- 1.) Dance Floor
 - 2.) Additional Tables and Chairs
 - 3.) Specialty linens
- D.) Additional Labor Charges:
- | | |
|----------------------------|----------|
| 1.) Additional Chef/Carver | \$100.00 |
| 2.) Extra Bartenders | \$100.00 |
| 3.) Extra Wait staff | \$ 50.00 |

Staffing:

Staffing of personnel is dependent upon size and type of function. Management will determine the staffing requirements. However, should additional staffing be requested by the event planner, per hour, per person charge will be added to the party contract.

Bar and Beverage Services:

Bar services for the back room is available for your function. Possibilities for this can be discussed with the manager for your convenience. All liquor is charged on a per drink basis.

Wine service can be provided and sold by the glass or bottle. We provide an excellent choice of house wines which may be selected for your dinner or function.

Service Charge:

A gratuity of eighteen percent (18%) is added to all banquets and beverage charges, and a ten percent (10%) food tax and eleven percent (11%) liquor tax are added to bills except where noted.

Time Limitations:

All functions are available for a six (6) hour time limit. Set up may be done the day of the event, with decorations taken down at the conclusion. Any time over the allowance will be charged two hundred dollars (\$200.00) per hour.

Buffet - Final Guarantee:

A guarantee count is due by 12:00 o'clock noon, ten (10) days prior to your function date. This number will be considered final and not subject to reduction. To insure accurate seating and service, we will guarantee seating for an additional ten percent above the final guest count given or the actual number in attendance, whichever is greater.

Sit Down - Final Guarantee:

A guarantee count of each chosen entrée is required by 12:00 o'clock noon, ten (10) days prior to your function date. This number will be considered final and not subject to reduction. To insure seating and services, we will guarantee seating for an additional ten percent above the final guest count given or the actual number in attendance, whichever is greater.

Rutland Country Club
Standard Terms and Conditions

- 1.) The client hires and the Rutland Country Club agrees to furnish the services set forth in accordance with the terms hereof.
- 2.) All details of food and beverages to be served and/or other services and items are set forth and made hereof.
- 3.) The Rutland Country Club terms of payment: Four hundred dollars (\$400.00) non-refundable deposit to secure the date and the rest of payment due on the date of the function. Moreover, a valid credit card shall be presented to the Rutland Country Club five (5) days prior to the function. Delinquent charges of this agreement will bear interest at the rate of eighteen percent (18%) per annum (one and a half percent (1.5% per month) from due date thereof. The client will also be responsible for the cost of any collection fees and attorney fees.
- 4.) The food prepared is the responsibility of the Rutland Country Club according to health standards.
- 5.) The prices quoted on this contract are the published prices which are in effect as of the date of this contract. These prices may be adjusted from time to time to reflect increases and decreases in the cost of operation. The prices quoted on the contract will be guaranteed sixty (60) days prior to the function.
- 6.) All federal, state, city and municipal taxes applicable to this function are in addition to the prices herein agreed upon.
- 7.) No food or beverages of any kind will be permitted to be brought into the Rutland Country Club by the client's guest or invitees from the outside.
- 8.) The client agrees to begin its function at the scheduled time and agrees to vacate the designated function space at closing hour indicated. The allocated time of all functions is six hours, including set up. The client further agrees to reimburse the Rutland Country Club for any overtime wage payments and/or other expenses incurred by the Rutland Country Club because of the client's failure to comply with these regulations.
- 9.) The Rutland Country Club reserves the right to exclude or eject any and all objectionable persons from the function, or licensee's premises, without liability.
- 10.) The client assumes responsibility for any and all damages caused by it or any of its guests, invitees or other persons attending the function, whether on the golf course, or in any part of the Rutland Country Club property.
- 11.) The client will conduct its function in an orderly manner, and in full compliance with the rules of the Rutland Country Club management, and with all applicable laws, ordinances and regulations.

- 12.) The client shall not put up any displays within licensed premises or site of the Rutland Country Club without permission of the Rutland Country Club management.
- 13.) The client agrees not to enter into any contract for music or other forms of entertainment, or other services or accommodation in connection with this function without prior consent of the Rutland Country Club.
- 14.) If the Rutland Country Club places this agreement in the hands of any attorney for collection, the client agrees to pay all reasonable costs of collection including a reasonable attorney's fee and cost of courts.
- 15.) In the event of breach of this agreement by the client, the Rutland Country Club reserves the right to cancel without notice and without liability to the Rutland Country Club. Any advance payments or deposits paid by the client shall be retained by the Rutland Country Club as and for liquidated damages: but shall not preclude the Rutland Country Club from recovering any additional damages sustained by reason of any breach hereof.
- 16.) The client agrees to indemnify and hold harmless the Rutland Country Club from any and all claims, damages, and causes of action including property damage or personal injury arising out of or from any negligent or intentional acts of omissions by client, its agent, invitees or guests attending said function.
- 17.) This agreement is contingent upon the ability of the Rutland Country Club to perform the same and is not subject to accidents or other causes beyond its control; and in any such event, Rutland Country Club shall not be liable beyond the advance payments or deposits paid.
- 18.) In the event that this agreement is signed in the name of a Corporation, Partnership, Association, Club or Society the person signing represents to the Rutland Country Club that he/she has full authority to sign such contracts, and that in the event that he/she will be personally liable for the faithful performance of this contract.
- 19.) The fact sheet provided will act as part of this contract.

THIS AGEEMENT IS NOT ASSIGNABLE AND IS SUBJECT TO THE TERMS AND CONDITIONS, WHICH ARE MADE A PART HEREOF.

BY: _____ **DATED:** _____

BY: _____ **DATED:** _____
Rutland Country Club

Date of function to be reserved: _____

Deposit: _____ **Room fee:** _____

Breakfast Selections

Classic Continental Breakfast

Assorted Juices

Bakery Display of Danish and Muffins

Coffee and Tea

\$7.00

Add Fresh Fruit to Continental Breakfast for additional \$1.50 per person

Healthy Start

Assorted Juices

Assorted Yogurts

Assorted Fruit Platter

Coffee and Tea

\$9.50

Hot Breakfast Buffet

Assorted Juices

Coffee, Tea and Milk

Fruit Salad

Assorted Danish and Muffins

Farm Fresh Scrambled Eggs

Bacon or Sausage

Home-style Potatoes

Pancakes or French Toast with Maple Syrup

\$13.95

Brunch Available Upon Request

Note Buffets are for groups of 40 individuals or more.

The above prices are per person and are subject to applicable state tax and 18% service charge.

Brunch Buffet Menus

OPTIONAL #1

\$22.95 per person

Crepes
Omelets - made to order
Pancakes or French toast
Frittata
Quiche
Fresh Fruit
Pastries, muffins
Breakfast Meats - bacon & sausage
Home Fries
Juices - orange, cranberry
Coffee, tea or milk

OPTION #2

\$23.95 per person

Lobster and Chicken Salad
served on garden salad
Baxter's Summer Salad
Fruit Tray
Assorted Finger Sandwiches
Coffee, tea, juices

*Consider adding a carving station with turkey or ham
for an additional \$5.00 per person.*

*For an additional \$2.00 per person we would add an
Artisan Cheese Tray*

Note: Buffets are for groups of 25 individuals or more.

A beverage bar can be added for an additional \$1.50 per person. This would include coke, diet coke, sprite and iced tea.

Dessert Assortment can be added for an additional \$3.00 per person

***** All prices are subject to applicable Vermont taxes and an 18% service charge.***

Lunch Selections

Deli Buffet Lunch

25 Person Minimum

*Crisp Garden Salad or Caesar Salad
Chef's Choice of Two Side Salads
Assorted Deli Meats and Cheeses
Sliced Onions, Tomatoes and Lettuce
Deli Breads, Rolls and Condiments
Homemade Cookies and Brownies
Iced Tea and Lemonade*

\$19.95

Hot Luncheon Buffet Menu

40 person Minimum

Your Choice:

1 Item Buffet \$21.95 per person

2 Item Buffet \$24.95 per person

Buffet Includes: Fresh Garden or Caesar Salad, Potato or Rice, Vegetable, Rolls, Coffee, Tea and Iced Tea

Macaroni and Cheese

Pasta Primavera

Tortellini Alfredo, Marinara, or Pesto

Penne with Meatballs

Garlic Chicken

Baked Haddock

Meat or Vegetarian Lasagna

Roast Pork with Fennel Gravy

Chicken Piccata, Marsala or Dijonnaise

Hot Seasonal Soup can be added to the Deli or Buffet Selection for \$2.50 per person

Dessert is available at an extra charge of \$3.00 per person

Beverage Bar can be added for an additional \$1.50 per person.

This would include Pepsi, Diet Pepsi or Sierra Mist

Lunch Menus are available between 11:00 a.m. and 3:00 p.m.

The above prices are per person and subject to applicable Vermont taxes and 18% service charge.

Dinner Buffet Selections

Buffets include:

*Garden Salad, Potato or Rice, Fresh Vegetable,
Rolls and Butter, Chef's Selected Dessert Display
Freshly Brewed Coffee and Tea*

Entrée Items: (choose two)

*Beef Tips Teriyaki
Classic or Vegetable Lasagna
Chicken Piccata or chicken marsala
Chicken Scallopini
Broccoli and Cheese Stuffed Chicken
Grilled Marinated Chicken Breast
Roast Pork with Vermont Apple Chutney
Baked Haddock Florentine
Vermont Cheddar Scrod
Baked Ziti Bolognese
Cheese Tortellini with choice of Alfredo, Marinara or Pesto Sauce
Pasta Primavera*

Carving Station (choose one)

*Roast Peppercorn Sirloin Au Poivre
Roast Stuffed Pork Tenderloin
Prime Rib of Beef Au Jus
Roast Turkey
Glazed Baked Virginia Ham*

Two Entrée' Choices: \$ 32.95

Two Entree' Choices and One Carving Station: \$ 36.95

Add Homemade Soup for additional \$ 1.25 per person

Customized Menus Available Upon Request

40 Person Minimum

Prices are per person and are subject to applicable Vermont tax and an 18% service charge.

Plated Dinner Selections

Dinner Includes:

Choice of Soup Du Jour or Mixed Garden Salad

Chef's Choice of Vegetable and Potato or Rice

Freshly Brewed Coffee or Tea

Carbonara \$21.95

Pesto Penne Pasta \$20.95

Tortellini Alfredo \$20.95

Cheddar Baked Haddock \$23.95

Roast Pork Tenderloin with Apple Chutney \$23.95

Chicken Piccata \$23.95

Borsini Chicken \$24.95

Scallop or Shrimp Scampi \$24.95

Salmon with Maple Glaze \$25.95

Grilled Sirloin Au Poivre \$26.95

Prime Rib with Horseradish Sour Cream Sauce \$27.95

Filet Mignon \$29.95

Surf and Turf~ Market Price

New York Sirloin with Lobster Tail

Filet with Garlic Shrimp

Select two options from any price range above.

Three options available at a surcharge.

Add Soup and Salad for additional \$1.25 per person.

Add Dessert \$3.00-\$5.00 per person.

Prices are per person and are subject to applicable Vermont tax and 18% service charge

Barbecue Options

The Backyard Grill

Hot Dogs
Hamburgers
Choice of two Fresh Salads:
Pasta, Potato or Coleslaw
Potato Chips
Baked Beans
Assorted Condiments
Assorted Beverages
Fresh Sliced Watermelon
\$16.95

Summer Barbecue Festival

Flank Steak
BBQ 1/2 Chicken
Choice of two Fresh Salads
Pasta, Potato or Coleslaw
Baked Beans
Corn on the Cob (in season)
Fresh Baked Breads
Assorted Beverages
\$25.95

New England Clam Bake

New England Clam Chowder
1 lb. Steamers
1 ¼ lb. Maine Lobster
Steamed Red Potatoes
Corn on the Cob
Fresh Sliced Watermelon
\$ Market Price

Seasonal Dessert Selections Available

Additional \$4.00 each

*The above prices are per person and subject to applicable Vermont tax and an 18% service charge.
25 Person Minimum*

***Baxter's
Hors D'Oeuvres Party
Menu Options***

OPTION #1

Hot and Chilled Hors D'Oeuvres

*Cheese and Cracker Display
Fresh Vegetable and Fruit
Cruité
Stuffed Mushrooms
Coconut Shrimp
Bruschetta or pesto
Assorted Mini Quiche*

*\$15.95 per person
Plus tax and tip*



OPTION #2

Chef's Selection

*Cheese and Cracker Display
Fresh Vegetable and Fruit
Cruité
Coconut Shrimp
Stuffed Mushrooms
Bruschetta or pesto
Chicken/Beef Skewers
Italian or Swedish Meatballs*

*\$17.95 per person
Plus tax and tip*

OPTION #3

Baxter's Special

*Cheese and Cracker Display
Fresh Vegetable and Fruit Cruité
Scallops Wrapped in Bacon
Asparagus Wrapped in Prosciutto
Chicken/Beef Skewers
Bruschetta or pesto
Italian or Swedish Meatballs*

*\$21.95 per person
Plus tax and tip*

- *Parties must consist of no less than 25 people*
- *Room Fee may apply*
- *Deposit required to confirm date*

Special menu can be discussed with Chef