

# Guidelines & Policies for Functions

## ~Our Mission Statement~

*We are a private Country Club, existing for the benefit of our members, their families and guests, for whom we provide the highest quality Golf Course and Dining.*

### ◆ Welcome

Thank you for considering Eastward Ho! for your special event. Our team takes great care to ensure that exquisite cuisine, impeccable service, exceptionally conditioned golf course and facilities, high standards, and qualified staff, will allow you and your guests to enjoy your special day, making it one to remember. For us, each occasion is given the special attention our Members expect when hosting an event at Eastward Ho!

We encourage your direction in the arrangement of your event, and offer a wide variety of food & beverage selections to reflect your good taste. We believe in “exceeding your expectations”. Thank you again for allowing us the privilege to assist you with your function and we look forward to achieving the best possible outcome for you and your guests.

### ◆ The Roy E. Tomlinson Room

This facility is available at any time on any day provided the Club kitchen is open and depending upon volume in the regular dining areas, from April through December, for private cocktail parties, gatherings and small buffet-style food service, with the approval of the Club Manager. For parties requiring meal service, there is a 20 person minimum and a 60 person maximum. For cocktails and other gatherings, there is no minimum with a maximum of 80.

### ◆ The Bay Room, Terrace & North Lawn

The Bay Room, Terrace, and North Lawn are the perfect setting for your wedding, brunch or any type of large private gathering. All three areas overlook Pleasant Bay, the 9<sup>th</sup> Green and 18<sup>th</sup> Green. A minimum of 80 and a maximum of 160 people are required to reserve these spaces.

### ◆ The Fowler Room

With spectacular views of Pleasant Bay, a wide screen plasma T.V., regulation billiards table and full service bar, our “upstairs lounge” is the perfect venue for a variety of intimate gatherings from a minimum of 20 to a maximum of 50 people.

Availability of all areas is dependent upon the time of year, Club volume and the approval of the Club Manager and House Committee.

## ◆ DRESS CODE FOR CLUBHOUSE AND THE GOLF COURSE

It is expected that Members, their children, and guests will be suitably dressed at all times while on Club premises. **Suitable attire DOES NOT include blue jean denim pants and skirts, tank tops, cargo shorts and pants, “short shorts” or bare feet.** Neat attire includes wearing all tops tucked into pants or skirts at all times, with the exception of tops that are designed to be worn over the skirt or pants. Casual dress or golf attire is appropriate at all times when dining in the Clubhouse. Men’s shirts must have sleeves and a collar. **It is expected that gentlemen will wear hats with the bill facing forward when on the golf course and remove them in the Clubhouse.** Shoes are required in all areas of the Clubhouse. On the golf course and the practice areas only soft soled or soft spike golf shoes are permitted.

**Please note:** The Club Manager and the Golf Professional are responsible for enforcing this dress code. Clubhouse and golf course privileges will not be granted to Members and guests who violate these rules. The dress code applies to children as well.

## ◆ SMOKING POLICY

Smoking is prohibited in any building or partially enclosed structure, on the outdoor decks and terraces, and within 25 feet of all building entrances. If you choose to smoke outdoors, please be considerate of those around you and refrain from smoking in proximity to or upwind of others. Please comply if you are asked by management or others to refrain from smoking or to relocate.

## ◆ Cell Phones

At Eastward Ho! the cell phone policy allows for the use of cell phones in the lower level of the Link Building (outside of the Club Offices). For the convenience of our Members and guests, a desk and chair with paper and pencils may be found in this space. **We ask that you continue to honor the current policy of no cell phones anywhere else on the Eastward Ho! property, except within the confines of your parked car in the parking lots.** Please note that this policy does not allow for cell phone usage in the men’s and ladies’ locker rooms or the space outside of their entrances. Management may use cell phones or walkie-talkies as necessary to perform their duties.

## ◆ Pricing

All prices listed on the menus are the base price. All prices are subject to change without notice due to fluctuations in the marketplace, but will be confirmed thirty days prior to the event. All food and beverage must be provided by Eastward Ho!

## ◆ Liquor Policy

Eastward Ho! Country Club is responsible for the administering of the sales and service of alcoholic beverages in accordance with Massachusetts Alcoholic Beverage Commission's regulations. We reserve the right not to serve anyone who we, in our sole discretion, judge to be impaired due to drinking. We also require positive identification for anyone who we feel may be under the legal drinking age. We reserve the right to refuse service of alcohol to anyone less than twenty-one years of age. Our bartenders and staff are instructed to request identification from anyone who appears to be under twenty-five. Minors are the responsibility of the host and sponsoring member. If minors or guests who have been denied alcohol for the reason stated above are found with the possession of alcohol, it would result in the immediate cancellation of the function. We appreciate your co-operation and consideration in this matter.

## ◆ Guarantee

In order for our staff to effectively plan and execute your function, the final details must be confirmed no later than three weeks in advance of your reserved date. Your attendance guarantee must be made two weeks prior to your event. The guarantee number is the figure used for billing if actual numbers fall below the estimate.

## ◆ Decorations

Decorations are an important factor in creating ambiance and setting just the right mood for your guests. All decorations must be limited to tabletop or freestanding displays that do not require fixation to walls or furniture. Since the Club cannot be responsible for any personal items, all decorations should be delivered to the Club the day of your function and taken with you upon departure. The Club will not be held responsible for any articles left after a function.

## ◆ Music

The Club welcomes outside entertainment for your event. Please note that it is the responsibility of the sponsoring member to advise musicians of their eating and drinking privileges as well as the dress code of the Club. All amplified music must be contained indoors and must conclude by 11:00 pm per Town of Chatham noise ordinance. All amplified music outside of the Clubhouse must be approved by the Club Manager and House Committee and must conclude by 10:00 pm. Volume levels of music performed outside of the Clubhouse must be considerate of our neighbors.

### ◆ **Liability**

The Club is the only party licensed and insured to serve food & beverages on property. All items for consumption are to be provided by the Club. Eastward Ho! Country Club does not allow the client to bring on property any type of alcoholic beverage or prepared foods. In general terms, the only exception to this policy is in the case of a wedding cake. A licensed baker approved by the Club prior to the event can supply a wedding cake.

### ◆ **Linen Rentals**

Special chairs, tableware, and special table linens, such as floor length cloths or colored napkins may be obtained through a rental service. Eastward Ho! works closely with a few highly recommended Rental Companies. Please call the Banquet Manager for assistance.

### ◆ **Property Damage**

Any damage to, or loss of club property, which is incurred as a result of your event and/or the actions of your guests, vendors, or anyone else you invite onto Club property, will be your sole financial responsibility. You shall, therefore, reimburse the Club for all costs and expenses associated with such property damage or loss and shall do so to the extent required, at the Club's sole discretion, to properly repair or replace such property.

### ◆ **Cancellations**

Certain cancellation fees are in effect depending on the time of day and type of function scheduled. The Club Manager along with the Board of Governors determines the cancellation fees.

### ◆ **Fees**

A 20% House Charge for Members (22% House Charge for sponsored Non-Members) will be added to all food and beverage sales as well as the prevailing Massachusetts State and local Tax on the total sale of the event.

All receptions are based on a timetable of 5 hours. Additional time may be purchased at the discretion and approval of the Club Manager and House Committee. The additional charge would be \$5.00 per person per half hour.

The room fees for Large Receptions are available from the Event Manager for non-member sponsored events. These fees include full use of the Bay Room, Terrace Area and the two decks on either side of the dining room.

Smaller events such as cocktail parties, dinner parties or luncheons are subject to a room fee of \$5.00 per person for members and non-profit organizations and \$10.00 per person for (sponsored) non-members. During our shoulder season (October 15<sup>th</sup> through April 15<sup>th</sup>) small event room fees are waived for members and non-profits. During the same period, room fees are reduced to \$5 per person for non-member, sponsored events.

Any event which requires a bar will be responsible for a bar set-up fee in addition to the room fee. For Wedding Receptions this fee is absorbed in the event fee.

For any events that do not require food and beverage service, a fee will be charged upon approval of the Club Manager.

A "member" event is defined as an event in which the party ultimately responsible for payment is a current member or immediate family (this includes grandchildren and grandparents as well as spouses, children and parents) of a current member of Eastward Ho! All other events will be considered "non-member" events regardless of the number of members in attendance. "Non-Member" events must be sponsored by a current Eastward Ho! Member in good standing.

#### ◆ **Additional Rules pertaining to the use of Eastward Ho! Country Club**

**No member or visitor shall use the name, logo or address of the Club for advertising or publicity purposes without the express written approval of the Club.** Functions sponsored by a member **must be by invitation only**, and that invitation must include the name of the sponsoring member. Invitations to non-profit charity or civic meetings or events may go out in the name of the organization for which they are held provided the invitations are "by courtesy of...." naming the sponsoring member. This member (or spouse) must be present at the meeting or event. A sponsoring committee, including the names of non-members, may appear elsewhere on the invitation. All invitations for such events must be approved by the Club Manager.

Each organization hosting a sponsored event at Eastward Ho! Country Club agrees as a condition to its use of Eastward Ho!, that it will not engage in any newspaper, radio, television, or other media publication or solicitation for sponsors or participants in the event without the express written approval of the Club, and that all promotional material is subject to the pre-clearance of Club Management and the Board of Governors. Any and all use of the Eastward Ho! logo is subject to review and permission by the Club. Please consult the Club

Manager for further information. As a general matter; the Club does not want, ask or expect recognition in any program that may be produced for any charity or civic event.

**Pace of play:**

As a general rule, an eighteen hole round of golf at Eastward Ho! should be played in four hours or less. It is understood, however, that in the case of large events, play may take longer. Every golfer on the golf course is responsible for pace of play, and the golf staff is responsible for maintaining pace of play. In general, each group on the golf course should keep pace with the group in front of them. If this is not possible, slow groups should allow faster groups to play through and then pick up their pace. Slow play detracts from the enjoyment of golf at Eastward Ho!

**GOLF CART USE**

If rain causes play to be stopped at the end of five to nine holes and play cannot be continued, the golf cart charge will be for nine holes. No more than two persons and two bags may ride on a golf cart at any time. No person under the age of 16 shall be allowed to rent or operate a golf cart on the premises of Eastward Ho!

**My signature below and my initials on all previous 5 (five) pages of this document verify that I have read, understand, and agree to abide by the rules of Eastward Ho! Country Club, as described in the “Guidelines and Policies for Functions” above.**

X \_\_\_\_\_

Event Representative

DATE