



Weddings at Owasco Country Club

Thank you for considering Owasco Country Club for your wedding celebration. We have a beautiful facility and with unmatched views of Owasco Lake. Your memories of the ceremony and/or reception will be cherished for a lifetime.



OWASCO COUNTRY CLUB

CONTACT

PHONE:
315-252-3580

WEBSITE:
www.owascocountryclub.com

EMAIL:
info@owascocountryclub.com

We are happy to schedule a site-visit at your convenience and please feel welcome to ask any and all questions you may have.

Initials _____

General Information

Catering

All Wedding events must be catered and staffed by the catering company of your choice. Rental of wedding accessories (chairs/tables, china, flatware, linens etc. are available ala carte.

Deposit and Payments

A non-refundable deposit equal to the facility fee(s) is required when booking your event. Additional payments will be due 6 months and 3 months prior to your event. These payments will be equal to 25% of the estimated charges. For events booked within 6 months of the date an alternative schedule will be arranged. Final payment is due 7 business days prior to your event payable by cash, check or credit card (credit cards carry a 3.25% processing fee). Returned checks will incur a \$50 returned check fee. Any additional charges beyond those outlined above will be invoiced on the day of the event with payment due upon receipt

Cancellations

All deposits are non-refundable. In the event of cancellation, advance payments will only be returned if your date and time are able to be re-booked by another party of equal or greater value.

Scheduling

Item selection and planning can begin anytime, however 6 months prior to the event is recommended. Prior to 6 months out all pricing is subject to change.

Billing

Your Banquet Event Order (BEO) detailing your final selections, beverage choices, timeline, etc. will be written 30 days prior to the event. The guaranteed count is due 2 weeks prior to the event at which time your final invoice and BEO will be prepared for your signature. Should the actual count exceed the guaranteed count, you will receive an additional invoice at the conclusion with payment due immediately. A 22% service fee will be added to all food and beverage totals. 5% surcharge will be applied to all invoices with outstanding balances following the event date.

Event Timing

All receptions are limited to 5 hours and must end by 12 am (midnight). An additional hour for cleanup and collection of personal items is included in your facility fee. Vendors and those needing access for set-up or decorating

Initials _____

will be granted access the day of your event. Additional hours on prior days are available at the following rates;

Upper dining room \$50/hr Ballroom \$120/hr Lawn/Tent \$250/hr

Decorations and Set-up

All decorations require prior approval. No decorations of any kind may be attached to the inside or outside of the building, specifically no staples, nails, tape, glue or the like without written permission from Owasco Country Club. Only contained/floating candles are allowed. No balloons unless securely attached to a rigid display. Confetti or like products (spray string, party poppers, etc) are not permitted indoors or outdoors. Bubbles are not permitted indoors. Unless prior arrangements are made, all personal items/decorations must be collected at the conclusion of the event. No motor vehicles are to be driven on the lawns or sidewalks. All vendors needing access to the rented area must make prior arrangements with Owasco Country Club. No pets are allowed. All glass containers are restricted to the building. Setup and tear down must be completed within the contracted time period. Setup and tear down are not permitted on adjacent days without prior approval of Owasco Country Club.

Beverage Service

All beverage must be provided by Owasco Country Club and is subject to sales tax and a 22% service charge.

Liability

Owasco Country Club will not be held liable for any loss or damage to the customers' or their guests' property left on the premises prior to, during or after the event. The customer assumes full responsibility for the conduct of all persons in attendance and for any damages incurred by Owasco Country Club or its employees as a result of misconduct and agrees to pay for all repairs or replacement of damaged property. Owasco Country Club reserves the right to remove any guests found to be disruptive or abusive. Damages and cleaning over and above normal circumstances will be added to your event charges.

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Facility Rates & Minimums

Each room requires its own facility fee - included in the facility charge;

- *Eight hours of room access*
- *Complimentary Parking*

<i>Room</i>	<i>Maximum Occupancy</i>	<i>Facility Fee</i>	<i>Beverage Minimum</i>	<i>Notes</i>
<i>Upper Dining</i>	<i>30 w/buffet 40 without</i>	<i>\$250</i>	<i>\$750</i>	
<i>Ballroom</i>	<i>120 w/buffet 150 without</i>	<i>\$1000</i>	<i>\$2500</i>	<i>Includes Lakeside Patio</i>
<i>Lawn</i>	<i>200 (tent) - Up to 350 with add'l fees</i>	<i>\$2500</i>	<i>\$4000</i>	<i>Includes ballroom and lakeside patio</i>

On-site Ceremonies

Ceremony Fee - \$950

We offer on-site ceremonies on a first come first serve basis.

Please note that some ceremony locations are weather permitting. Rain plans must be discussed in advance. If rain is forecast Owasco Country Club will make the decision as to specific location for the ceremony at least two hours prior to the start of the ceremony.

Initials _____

Wedding Name _____

Date _____

Primary

Contact(s) _____

Phone _____ E-mail _____

Address _____

City _____ State _____ Zip _____

Wedding Planner Name _____

Phone _____ E-Mail _____

Expected Guest Count _____ Guaranteed Count (14days) _____

Meal Package

Includes _____

Bar Package

Includes _____

Qty. of Bars _____

of Hours _____ From _____ To _____

Additional

Comments _____

Additional Set up

Details _____

I have read and agree to all policies and practices outlined in the Weddings
at Owasco County Club event contract.

Signed _____

Date _____