

Private Events

Policies and Procedures

Club Rental: \$250.00 for Members
 \$350.00 for non-Members with Member Sponsor
 \$500.00 for non-Members without a Sponsor

Cancellation Policy: To reserve a date for a function, the room charge must be paid IN FULL upon booking the date of the event. A function may be cancelled up to 30 days prior to the event. Cancellations less than 30 days prior to the booked event, the room charge is non-refundable.

Food: All food must be provided by AVCC staff and kitchen. Anyone bringing food into AVCC without written consent will be charged the full amount of the items brought as compared to our menu. All menus must be discussed and arranged by Banquet Supervisor and Executive Chef 30 days prior to the event. This ensures proper staffing, inventory, and also allows time for special orders and any other arrangements to be made. Anyone not adhering to this policy may have to forfeit some of the items selected from the menu(s). All buffets are subject to a fifty (50) person minimum.

Beverages: All beverages must be provided by AVCC. Alcohol may NOT be brought onto the premises; the person or persons doing so will be asked to leave and will be charged for that beverage. Liability still remains with AVCC and we appreciate cooperation. All non-alcoholic beverages must be provided by AVCC. The only exceptions are Fund-Raisers or Golf Tournaments where drinks have been donated and delivered to AVCC. There is a minimum \$50.00 surcharge for these donations. The nature of these events must be agreeable to the best interest of AVCC.

Decorations: Décor for functions must be arranged by the host/hostess of the party. All removal of decorations is the sole responsibility of the host/hostess or party sponsor(s) and must be removed and taken out within 30 minutes of the end of the event. Anything remaining becomes the sole property of AVCC. If removal of décor lasts beyond thirty minutes after function time, an additional labor charge of \$50.00 will be added to the bill

Rental of equipment: If additional rental equipment is needed for an event, rental charges apply. Linen rental is \$1.25 per tablecloth. Table skirt rental is \$10.00 each. A twenty-five cent (\$0.25) per person glass and china rental charge will apply for parties involving less than one-hundred (100) people. Sound system rental is \$150.00.

Staffing: Altadena staffs one server per 20 guests. Additional Bartender(s), Meat Carver(s) or Cake Server(s) are available for a \$50.00 charge per server, for the first two hours, and \$25.00 for each additional hour. These additional charges will be added to the final bill.

Member: _____

Member number: _____

Non-Member: _____

Date: _____