



Meeting Contract

Thank you for selecting Pine Brook Country Club for your event. We look forward to hosting you and your guests.

The terms and conditions for hosting your event at Pine Brook are attached. Please contact us at 767-2941 with any questions.

Host:

Event Description:

Date:

Begin Time:

End Time:

Phone:

Address:

Estimated number of guests:

Room:

Deposit amount:

Deposit due date:

Deposit received date:

I have read and agree to the catering policies contained herein:

Host signature

Date

Pine Brook representative

Date

Please sign and return to:

Pine Brook Country Club
5475 Germanton Road, Winston-Salem, NC 27105
Phone (336)767-2941 Fax (336)767-2943

General Information and Policies

Menu Selection

Our culinary staff will be happy to create a customized menu to accommodate your personal tastes, or you may select from our catering menu, available at www.pinebrookcc.com or mail upon request. In order to prepare properly, menu selections, set-up requirements and equipment requests *must be finalized seven (7) days prior* to your event or upon confirmation. All food items must be supplied and prepared by the club and may not be removed from the premises.

Beverages

Pine Brook Country Club will provide full beverage service for your event. Should your event include alcoholic selections, we offer a premium selection of beer, wine and liquor. Pine Brook will also make a reasonable effort to furnish your group with any special selection you desire.

The club complies with all ABC regulations related to alcohol sales, and reserves the right to refuse alcohol service at any time.

Prices

Food prices are subject to change without notice up to 30 days prior to your event. Please contact Pine Brook thirty days in advance to confirm prices. All food and beverage items are subject to a 20% service charge and 6.75 sales tax.

A La Carte Menu

Should you prefer a la carte dining for your guests, a maximum of two menu items may be selected. Our Executive Chef can offer suggestions or prepare special combinations that are likely to please a wide variety of tastes. If more than one entrée is selected, the higher price will be charged for both entrees.

Room Rental

A room rental fee is calculated when you reserve space at Pine Brook and is based upon the amount of space required to host your event. Rooms are reserved on a first-come, first-served basis. Organizations that are multiple users of our facility may qualify for a 50% discount on room rentals. Events that do not include food service are subject to a 50% subcharge. Proms and other youth dances will be charged a facility rental of \$1,500 and must provide appropriate chaperone or security personnel. The rooms that are available for rental are as follows:

Phillips Room (10-40ppl.)	\$100.00
Rice Room (up to 96*)	\$200.00
Maple Room (up to 96*)	\$200.00
Ballroom (varies)	\$500.00

*The amount of space in the room depends on the set-up of the room.

Audio Visual

Pine Brook has a wireless internet connection throughout the clubhouse and can provide this for your event with no additional charge. Other equipment charges are as follows:

Overhead Projector Screen	\$30.00
LCD Projector and Screen	\$175.00
Dance Floor	\$150.00
Stage	\$75.00
Flipchart with Markers	\$35.00
TV & VCR Combination	\$2.50

December Holiday Events

Pine Brook's clubhouse will operate extended hours during the month of December. All holiday parties require a non-refundable deposit no later than September 1. Events booked after September 1 require a deposit within seven days of reserving the space.

Deposits and Cancellations

Pine Brook can tentatively hold space for one week. Reservations are not considered confirmed until a deposit has been received. The banquet staff will determine your deposit based on 25% of your estimated bill.

Deposit amounts are fully refundable if your event is cancelled at least 180 days prior to the event date. If cancellation occurs less than 180 days prior to the original schedule, your deposit is retained by the club. Deposits for Saturday events and December holiday parties are non-refundable.

Catering Payment Policy

One-half of your projected bill is due 30 days prior to your function. The remaining portion is due on the day of your event.

Guaranteed Attendance

A guaranteed number of attendees is required at least seven days in advance of your event. This guarantee provides the basis for minimum food charges and is not subject to reduction within seven days of schedule. If no guarantee is received by the club, you will be charged for the estimate originally received. The club will be prepared to serve up to 5% over the guaranteed amount and, in that event, will charge for the guaranteed number plus any attendees over that amount.

Dress Code

Pine Brook maintains a "country club casual" dress code (denim after 6pm is accepted but is not preferred.) We appreciate your sharing that information with event attendees.

Music

When planning your event at Pine Brook, please advise our banquet staff if your event will include a DJ, band or other musical equipment so that we can prepare properly.

Liability

Pine Brook reserves the right to inspect and control all private functions. The club cannot assume responsibility for the customer's personal property and equipment brought onto club property. The customer is responsible for all costs to repair damage done to the property by guests, attendees, independent contractors or guests or other agents assigned by the customer.

Club Hours

If your event is expected to extend beyond Pine Brook's normal hours of operation, please advise our Banquet Manager in advance so that appropriate arrangements can be made.

Contact Information

Shirley Patterson, Banquet Manager
Cathy Howe, Director of Marketing

(336) 767-2941 ext 105
(336) 767-2941 ext 106