



## Wedding 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: Ballroom**

**Deposit amount:**

**Deposit due date:**

**Deposit received date:**

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

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**Host signature**

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**Date**

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**Pine Brook representative**

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**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](http://www.pinebrookcc.com) or by mail upon request. In order to prepare properly, menu selections, and decorations and equipment requests *must be finalized* thirty (30) days prior to your event or upon confirmation. With the exception of wedding cakes, 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 7.75% sales tax.

### **Wedding receptions**

Pine Brook is well-equipped to handle all your reception needs. Our facility fee entitles you to the following:

- Exclusive use of our ballroom on the day of your event
- Optional use of our dance floor
- Complete tabletop service including china, glassware, and flatware
- Tabletop linens in your choice of custom colors
- Consultation services regarding menu, decorations and room set-up
- Clubhouse service staff, including waiters and bartenders
- Parking
- Cake cutting

Facility rental for weddings is \$2,500 (complimentary for Pine Brook members).

### **Wedding ceremonies**

Many couples choose to host both their ceremony and reception at Pine Brook. For indoor ceremonies followed by a reception, a maximum of 125 guests can be accommodated. Outdoor ceremonies can be planned for larger parties, in which case the bridal party is responsible for a contingency plan (such as a tent) in the event of inclement weather. Outdoor seating is also the responsibility of the bridal party.

**Rehearsals**

Pine Brook will set aside, at your request, appropriate time and facility access to rehearse on the evening prior to your ceremony. There is no charge for this service.

**Rehearsal Dinner**

For parties hosting both their rehearsal dinner and wedding reception at the club, Pine Brook will waive the room rental fee for the rehearsal dinner (up to \$800 depending on group size).

**Deposits and Cancellations**

Reservations for weddings are accepted on a first-come, first-served basis and are not considered confirmed until a deposit has been received. Weddings require a \$2,500 deposit (\$1250 for Pine Brook members). Deposits for weddings are non-refundable.

**Catering Payment Policy**

One-half of your projected catering 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.

**Catering Minimums**

Pine Brook reserves the right to establish a catering minimum for events requiring minimal catering services.

**Music**

Please advise our banquet staff if your event will include a DJ, band or other musical equipment so that we can prepare properly.

**Audio Visual**

Pine Brook has a wireless internet connection throughout the clubhouse and can provide this for your event with no additional charge. Should you require audio-visual equipment, other charges are as follows:

Overhead Projector Screen	\$30.00
LCD Projector and Screen	\$50.00
Stage	\$75.00

**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 (11 p.m. on Saturdays), please advise our Banquet Manager in advance so that appropriate arrangements can be made.

**Contact Information**

Shirley Patterson, Banquet Manager

(336) 767-2941 ext 105